

SALEM TOWNSHIP, LUZERNE COUNTY, PENNSYLVANIA

RESOLUTION NO. 16 of 2026

A RESOLUTION ESTABLISHING RULES OF PROCEDURE AND TIME LIMITS FOR PUBLIC COMMENT AT MEETINGS OF THE SALEM TOWNSHIP BOARD OF SUPERVISOR, PLANNING COMMISSION AND ZONING HEARING BOARD

WHEREAS, Salem Township Board of Supervisors desires to conduct its public meetings in an orderly, efficient, and productive manner to ensure the business of the Township is completed in a timely fashion; and

WHEREAS, the Salem Township Board of Supervisors recognizes the importance of public participation and values input from residents, taxpayers, and interested parties; and

WHEREAS, the Salem Township Board of Supervisors is authorized by law to adopt reasonable "time, place, and manner" regulations on public comment to ensure that all individuals have an equal opportunity to speak and that meetings remain focused and orderly;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the following Rules of Procedure for public speaking and comments are hereby adopted:

Section 1: Public Comment Periods

1. **Agenda Items:** Members of the public may address the Board or Commission on items listed on the current meeting agenda.
2. **General Public Comment:** A general public comment period shall be provided at the end of each meeting of the Board of Supervisors for non-agenda topics relating to the purpose and jurisdiction of the Township.

Section 2: Time Limits and Speaker Procedures

1. **Individual Time Limit:** Each speaker shall be limited to a maximum of **Three minutes** per public comment period unless the presiding officer or a majority vote of the Board or Commission grants an extension.
2. **Registration:** Individuals wishing to speak must sign in on the provided registration sheet prior to the start of the meeting.
3. **Identification:** Upon being recognized by the presiding officer, the speaker shall state their name and their municipality of residence.
4. **Yielding Time:** Speakers may not yield, donate, or transfer their allotted speaking time to another individual.
5. **Repetitive Testimony:** Speakers are encouraged to avoid repeating comments that have previously been made by other speakers. The presiding officer may limit or cut off comments that are needlessly repetitive.

Section 3: Conduct and Decorum

1. **Addressing the Body:** All remarks shall be addressed to the Board or Commission as a whole, through the presiding officer, and not to individual members, staff, or the audience.
2. **Civil Discourse:** Speakers shall refrain from using language that is obscene, defamatory, personally attacking or threatening.
3. **Disruption:** The presiding officer may limit, restrict, or terminate the comments of any person who engages in disruptive, disorderly, or uncivil behavior. Attendees may not speak over those who are recognized to speak including, members of the public, applicants, Board or Commission members, and employees of the Township.

Section 4: Violation of Rules Penalty

1. **First Offense:** Anyone in violation of these rules and procedures will be given verbal warning from the presiding officer.
2. **Second Offense:** Anyone continuing to be in violation of these rules and procedures after receiving a verbal warning may be removed from the meeting per 18 Pa.C.S. § 5508.

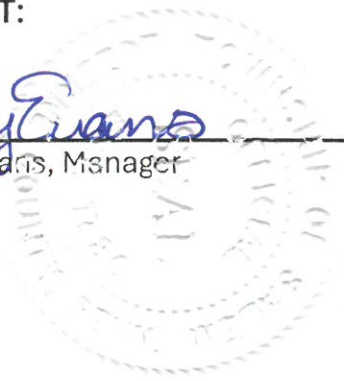
BE IT FURTHER RESOLVED THAT a summary of these rules shall be made available to the public at the entrance of the meeting room, posted on the official Township website and enforced by the presiding officer of the Board or Commission.

PASSED AND ADOPTED by Board of Supervisors of Salem Township this 9th day of June 2026.

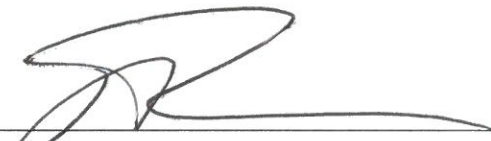
ATTEST:



Amy Evans, Manager



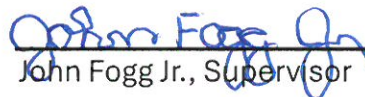
SALEM TOWNSHIP:



Richard Talanca, Chairman



Steven Fraind, Vice Chairman



John Fogg Jr., Supervisor