

Pocono Township

Board of Commissioners

Bylaws & Rules of Procedure

Approved: Board of Commissioners, 8/4/14

Pocono Township
Board of Commissioners – Bylaws

SECTION 1. PURPOSE AND AUTHORIZATION

The name of the board shall be the “Board of Commissioners of Pocono Township” (the Board). The Board shall have all of the rights, powers and duties respectively conferred upon Board of Commissioners pursuant to the Pennsylvania statutes, as amended, that govern townships of the first class.

SECTION 2. OFFICE OF THE BOARD

The office of the Board shall be the Municipal Building where the Board records will be maintained. All correspondence shall be addressed to the Board c/o the Township Manager, P.O. Box 197, Tannersville, PA 18372. Copies of all agendas, minutes and resolutions of the Board shall be filed or recorded with the Secretary.

SECTION 3. OFFICERS

- A. At the organizational meeting, the Board shall elect one commissioner as President and one commissioner as Vice President. The Board shall promptly fill any officer vacancies.
- B. The President shall:
 - a. Preside over all Board meetings.
 - b. Vote on all motions.
 - c. Sign and execute documents as authorized by the Board.
 - d. Serve as the ceremonial representative of the Township for various functions which he may delegate as he deems appropriate.
- C. The Vice President shall preside over meetings in the absence of the President.

SECTION 4. BOARD MEETINGS

- A. The Board shall hold regular meetings at 7:00 p.m. on the first and third Monday of every month, except when the Municipal Building is closed due to public holiday or some other reason. In the event of such a scheduling conflict, an alternative meeting date may be scheduled by the Board. All meetings of the Board are open to the public, as required by Pennsylvania General Statutes, unless otherwise specified.

- B. All Commissioners, the Township Manager, Solicitor, Engineer, and Secretary shall have the right to participate in discussions at meetings. The president may allow others to participate at his discretion.
- C. Commissioners may participate via speakerphone.
- D. The Board shall fill appointments as vacancies in appointed boards and commissions as they occur. Citizens interested in appointment or reappointment shall fill out an application and submit it, along with any other relevant information, to the Board. The Board shall interview all applicants and appoint individuals by majority vote.

SECTION 5. ORDER OF BUSINESS

- A. The agenda for all regular meetings of the Board shall include the regular items listed as follows:
 - 1. Pledge of Allegiance
 - 2. Roll Call
 - 3. Announcements
 - 4. Approval of Minutes
 - 5. Approval of Bills and Transfers
 - 6. Amendments to Agenda
 - 7. Public Comment
 - 8. Report of the President
 - 9. Commissioners Comments
 - 10. Reports
 - 11. Presentations
 - 12. Ordinances
 - 13. Resolutions
 - 14. Public Comment
 - 15. Executive Session (If Necessary)
 - 16. Adjournment
- B. All staff members and commissioners shall submit their requested agenda items to the Township Manager no later than the Thursday preceding the scheduled meeting. The Agenda for regular meetings shall be prepared by the Township Manager and forwarded to the Board no later than the Friday prior to a meeting.
- C. The Board reserves the right to add agenda items during any meeting.

SECTION 6. PUBLIC PARTICIPATION

- A. The Public Comment section of the order of business shall be that portion of the regular Board meeting during which the public may address the Board for no more than five (5) minutes each. A citizen will have one opportunity to speak and shall make all their comments or questions during that opportunity. All questions or comments shall be made through the President and shall not be directed to staff or invited guests. Further remarks or questions by the public may be allowed at the discretion of the President. The President reserves the right to end public participation at any meeting if he feels the board will not be able to conduct its business in a timely manner.

SECTION 7. COMMITTEES

- A. The Board shall appoint commissioners to committees.
- B. There shall be a standing Sewer Committee consisting of two commissioners who shall meet from time to time to review and make recommendations on all matters relating to the construction, operations, and maintenance of the sewer system.
- C. There shall be a standing Finance Committee consisting of two commissioners who shall meet from time to time to review and make recommendations on all matters relating to the budget, financing, annual audit, and processing of payments.
- D. The Board may appoint other such committees as may be deemed necessary or desirable. Any committee so appointed shall have the duties or responsibilities assigned to it at the time of appointment.

SECTION 8. AMENDMENTS

These bylaws may be amended from time to time as deemed necessary or desirable by the Board by majority vote.

SECTION 9. QUORUM

A quorum shall consist of three (3) members of the Board.

SECTION 10. ROBERT'S RULES OF ORDER

Robert's Rules of Order Revised newly revised shall be the authority in all matters of parliamentary procedure not otherwise stated in these bylaws. The Board shall elect one of their members as parliamentarian to enforce these rules.