

**A RESOLUTION OF THE COUNCIL OF THE CITY OF COATESVILLE, CHESTER COUNTY, PENNSYLVANIA, ESTABLISHING THE PROCESS OF CITIZEN INPUT AND COMMENTS AT CITY COUNCIL MEETINGS.**

**WHEREAS**, the City of Coatesville ("City") is a Home Rule Municipality operating by means of a home rule charter and the laws of the Commonwealth of Pennsylvania; and

**WHEREAS**, City Council desires to establish rules and regulations to assist in the orderly conduct of City Council meetings and public comment periods; and


**NOW, THEREFORE BE IT RESOLVED THAT**, the Council for the City hereby establishes the following rules and regulations affecting conduct, dialogue, and citizen comment periods both on agenda and non-agenda items:

- There will be provided at the beginning of the agenda for each public meeting an opportunity for speakers to comment one time on printed agenda items which are before City Council. At the end of the public agenda, there shall be an opportunity for speakers to make one public comment on matters not printed on the agenda.
- A speaker desiring to address City Council must sign the appropriate sign-up sheet, and list his or her name, address, and topic or topics to be discussed.
- Speakers shall identify themselves by name and municipality.
- Speakers talking during either of the citizen comment periods will have three minutes to make their comment or comments.
- Time limits will be monitored by City Staff.
- Speakers may not cede any time to other speakers.
- Aggressive, bullying, intimidating, and/or threatening comments are discouraged.
- Disruptive behavior, including (but not limited to) yelling from the seats, arguing whether a matter is germane to City business once the Solicitor has made a determination on such, or refusing to yield the floor once time has elapsed and being requested to sit down, shall be grounds for removal from the meeting without further admonishment or warning.
- The total time period allotted for public comment during the meeting shall be posted on the agenda and be reasonable in light of the items to be addressed during the meeting, but in no event shall be less than thirty (30) minutes.
- City Council is not required to respond to questions, challenges, or inquiries during the citizen comment periods. The public is reminded this is an opportunity for public comment and not a question and answer session. Council President shall have the right to direct citizens not adhering to this rule to end their comments.
- Council President shall preside over the meeting and all public comment and may, at his or her discretion:
  - a) Control the three-minute time limit for an individual to comment by requesting the speaker to end his or her comments and take his or her seat at the end of the three-minute time limit.


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- b) Rule out of order, scandalous, impertinent, and redundant comment or any comment the discernable purpose of which is to disrupt the conduct of the business of the meeting.
  - c) Request any speaker to leave the meeting and may communicate with the Coatesville Police Department to that end when that speaker does not observe reasonable decorum. Further, Council President may request the assistance of the Coatesville Police Department to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
  - d) Direct appropriate staff to follow up on any questions or comments at or after the meeting.
- Videotaping of any City Council Meetings shall be conducted from the rear of Council Chambers.
  - The Sunshine Law specifies that City Council shall provide a reasonable opportunity at each advertised regular meeting and advertised special meeting for residents of the political subdivision or of the authority created by a political subdivision or for taxpayers of the political subdivision or of the authority created by a political subdivision or for both to comment on matters of concern, official action or deliberation which are or may be before City Council prior to taking official action. Official action is defined as (1) recommendations made by an agency pursuant to statute, ordinance or executive order; (2) the establishment of policy by an agency; (3) the decisions on agency business made by an agency; and (4) the vote taken by any agency on any motion, proposal, resolution, rule, regulation, ordinance, report or order.


**RESOLVED AND ENACTED** this 10<sup>th</sup> day of March 2025.

  
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Linda Lavender Norris  
President, City Council

ATTEST:

  
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James Logan, City Manager

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of the said Resolution that was duly adopted at a regular meeting of City Council on this 10<sup>th</sup> day of March 2025.

  
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James Logan, City Manager