

# DRAFT - DRAFT - DRAFT

## **Board Of Supervisor (BOS) Meeting Agenda**

### Scope

1. An agenda is a guide for conducting official business of a duly constituted body.
2. There are required items of business that the BOS must conduct at their BOS meetings according to the Second Class Township Code and pursuant to other statutory requirements for Pennsylvania municipalities.
3. The BOS meeting agenda follows the established agenda template but the actual order of the items within each agenda heading is set by the Chair in consultation with the Township Manager.

### Procedure

1. Prior to the regular BOS meeting, the meeting agenda is prepared by the Township Manager and shall contain all items required for action or discussion before the Board.
2. In preparing and finalizing the agenda, the Township Manager will consult with the BOS Chair, and shall take into account all agenda items in the normal course of business and any items requested by a Board member and submitted ~~preferably~~ one week prior to the meeting.
3. The agenda is posted on the Township's website prior to the BOS Meeting.
4. The agenda is included in the BOS Meeting materials distributed to the Supervisors ~~preferably~~ the Thursday before the BOS meeting. If the meeting materials are going to be delayed, the BOS will be notified by the Township Manager or by the BOS Chair.
5. The agenda shall be made available in hard copy in the Meeting Room at the beginning of the meeting.
6. The agenda shall be subject to change at the discretion of the Board either at the beginning of the meeting or throughout the course of the meeting.
7. Public meetings shall provide for public comment and input in accordance with Pennsylvania's Sunshine Act.

8. The BOS agenda template is as follows:

1. Call to Order
2. Recognitions and Citations OR Special Reports
3. Board Motions, Presentations and Resolutions
4. Departmental Reports
5. Regular Township Business
6. Board of Supervisor Liaison Reports
7. Other Business
8. Announcements
9. Public Comment
10. Adjournment

Date Adopted: November 06, 2017

~~Last Revised:~~

Last Reviewed: