



Borough of Lewisburg

55 South Fifth Street • Lewisburg, Pennsylvania 17837-1867

Telephone (570) 523-3614 • Fax (570) 524-2270

Borough of Lewisburg Rules of Order

Rule 1. Parliamentary Authority

The parliamentary authority for the Borough Council, as adopted by the Bylaws of Council, shall be the most recent edition of *Robert's Rules of Order*. These rules shall govern the procedure in Council meetings, except where otherwise provided by law, the Bylaws of Council, or these rules. Council can suspending these Rules of Order upon majority vote of Council. The Solicitor shall serve as the parliamentarian to provide guidance on procedural matters.

Rule 2. Order of Business at Regular Meetings

The order of business at regular Council meetings shall include the following, with flexibility for the President to adjust the order for efficiency or public convenience:

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes of the Previous Regular Meeting and any Special Meetings
4. Presentations to Council
5. Public Comment(s) on Any Agenda Item
6. Planning and Public Works Committee
7. Administrative and Public Safety Committee
8. Public Comment(s) on Any Non-Agenda Items
9. Additional Business from Council Members or Staff
 - Borough Manager
 - Borough Solicitor
 - Borough Secretary
 - Community Development Grant Manager
10. Reports / Community Updates / Public Notices
 - Mayor
 - Council President
 - Council Members
 - Borough-related Entities Identified by the Council President
11. Written Reports
12. Work Session Discussion
13. Questions from the Media
14. Executive Session (if required)
15. Adjournment

The agenda must be made publicly available at least 24 hours before the meeting.

Rule 3. Order of Business at Special or Reconvened Meetings

Special or reconvened meetings shall follow the same structure as regular meetings but exclude items not pertinent to the purpose of the meeting.

Rule 4. Role of the President of Council

The President of Council shall have complete charge over all meetings of Council, and their rulings, in all matters of parliamentary procedure, shall be binding upon all members of Council, unless overruled on appeal.

The President of Council ensures orderly conduct and adherence to these rules during all meetings. The President's rulings on procedural matters shall be binding unless overruled by a majority vote of Council.

Rule 5. Absence of the President

In the absence of the President, the Vice-President shall preside. If both are absent, the President Pro Tempore shall preside. If all three are absent, members in attendance shall elect a president pro tempore to preside over the meeting.

Rule 6. Call to Order and Quorum

The President shall call the meeting to order at the scheduled time. If a quorum is not present, the meeting shall be delayed until there shall be a quorum present up to 15 minutes. If a quorum is still not present after 15 minutes, the President shall declare the meeting adjourned.

Rule 7. Conduct of Discussions

Council President has the authority to facilitate discussions to ensure all Council members have equal opportunity to speak. Speaking time may be limited to avoid redundancy, but any limitations must apply equally to all members.

Rule 8. Voting Procedures

- a) When a question is put to the members for vote, all Council members are required to vote unless abstaining due to a special personal financial interest in the matter currently before Council. The special financial interest must be disclosed. Abstentions will be noted but not counted as a vote.
- b) The President of Council must vote on all questions unless abstaining for the same reason as provided in Rule 8 subsection (a). In roll call votes, called by the Borough Secretary, the President's name shall be called last.
- c) A "common interest" (e.g., general tax measures affecting all members equally) does not constitute a conflict requiring abstention. Such "common interest" are not deemed to have a special interest that would preclude or prohibit a Council member from voting. Council members have the right to vote for themselves for an office in council or for other persons.
- d) Definitions of conflict of interest and special personal financial interest shall align with state ethics laws.

Rule 9. Agenda Preparation

- a) The Borough Manager or their designee shall prepare and distribute a draft agenda and supporting documentation (e.g., reports, financials) at least 24 hours before the meeting and shall distribute digital copies of a draft to Council members at least 24 hours in

advance. The draft agenda shall be posted on the Borough's website, clearly labeled as such.

- i) Individuals wishing to address the Council may speak for up to five (5) minutes on agenda items and three (3) minutes on non-agenda items, unless the Council President grants additional time.
 - ii) Presentations from organizations, project engineers, or individuals requesting extended time should be scheduled in advance with the Borough Secretary to be formally placed on the agenda.
- b) The President of Council has the authority to limit or table public comment for a special meeting on a specific topic if public interest is significant, prolonged, or repetitive due to the number of individuals wishing to speak on a topic. Written statements may be submitted to council and requested to be read aloud by the President of Council during the appropriate item in the agenda.

Rule 10. Reports from Non-Members

Elected and appointed Borough Officials required to provide reports at meetings may leave after their reports unless specifically requested to remain by Council and as directed by the President of Council.

Rule 11. Suspension of Rules

Rules may be suspended or waived at any meeting of Council by a majority vote of members present, except where prohibited by law or Council By-laws. The reasons for suspension or waiver must be documented in the meeting minutes.

Rule 12. Amendment or Repeal of Rules

These rules may be amended or repealed by a majority vote at any Council meeting, provided members are given at least 28 days' notice of the intent and nature of the proposed changes.

Rule 13. Code of Conduct

All meeting participants, including Council members and the public, must engage in respectful discourse. Personal attacks, inflammatory language, and disruptive behavior are prohibited.

- a) President of Council has the authority, within their sole discretion, subject to being reversed by a majority vote of the members present, to pause proceedings to address disruptive behavior and issue warnings and, if necessary, to request law enforcement to remove disruptive individuals.

Rule 14. Expulsion, Disciplinary Action, and Censure

To maintain decorum and integrity, the following disciplinary procedures shall apply:

1. For Citizens:
 - o Citizens disrupting meetings may be warned by the President.
 - o Persistent disruptions may result in removal by law enforcement.
2. For Council Members or the Mayor:
 - o Censure: A Council member or the Mayor may be formally censured for conduct unbecoming their office by a majority vote of all members of Council.

- Referral for Legal or Ethical Review: Serious misconduct may be referred to a special ad hoc committee of Council for investigation with a majority vote of all members of Council.
 - Removal: Removal of elected officials may only occur in accordance with the Borough Code and relevant State Law,
3. Right to Defense:
- Any elected official subject to disciplinary action must be given notice of the charges and an opportunity to address the Council before a final decision is made.

Rule 15. Authority for Urgent and Interim Decisions

To ensure responsiveness between Council meetings, the President, Vice President, and Treasurer (or the Borough's designated signatories) shall have the authority to direct spending or make urgent decisions, subject to the following conditions:

1. Emergency Expenses:
 - Up to \$10,000 may be authorized for expenses without prior Council approval within the annual budget process, provided such expenditures are documented and reported at the next Council meeting.
 - In certain emergency situations, the borough manager, the mayor, and the borough's emergency management coordinator are granted additional authority to make decisions, take action, and expend funds outside the normal chain of command. In those emergency situations, expenditures could occur without elected official consultation.
 - Legal Matters:
 1. The signatories may authorize legal consultation or representation when immediate action is required to protect the Borough's interests.
2. Interim Direction to Staff:
 - Direction may be provided to Borough management staff for time-sensitive matters, provided such actions align with Borough policies, and are in compliance with FEMA NIMS protocols, and are reported to Council.
3. Notification:
 - All signatories must agree on urgent decisions. If consensus cannot be reached, an emergency Council meeting shall be convened by the President of Council.
4. Documentation:
 - All decisions must be documented in writing and submitted for review at the next regular Council meeting.

Rule 16. Public Engagement

To enhance public participation the Borough shall accept virtual public comments. Citizens unable to attend may submit comments in writing, which will be distributed to Council members

Rule 17. Robert's Rules

To ensure smooth and organized meetings, Council will adhere to the following foundational principles of *Robert's Rules of Order*:

1. Motion Process:
 - A Council member proposes a motion (e.g., "I move that we approve the budget").

- Another member seconds the motion, allowing discussion to proceed. Without a second, the motion fails.
 - After discussion, the President calls for a vote, with the results recorded.
2. **Amendments to Motions:**
- Any member may propose an amendment to a motion to refine or modify it. The amendment must also be seconded and voted on before returning to the main motion.
3. **Debate and Discussion:**
- Members are recognized by the President before speaking.
 - Debate is limited to the topic of the motion. Personal attacks or irrelevant commentary are out of order.
 - Preliminary remarks by each member of council shall be limited to 5 minutes. Additional time may be allotted after all members of council are provided an opportunity to participate BY THE President of Council.
4. **Calling Vote to Question:**
- A Council member must first be recognized by the President to make the motion to "call the question" (e.g., "I move to call the question on this motion").
 - The motion to call the question requires a second. Without a second, the motion fails, and debate continues.
5. **Voting:**
- Voting may be conducted by voice, show of hands, roll call, or ballot.
 - Council members may make a motion to conduct a vote in a different manner than conducted initially. A second motion must be made to proceed. Conducting the vote for the second time must proceed without further debate or discussion.
6. **Point of Order:**
- Any member may raise a "Point of Order" if procedural rules are violated. The President will rule on the point, which can be appealed to the full Council.
7. **Tabling or Postponing a Motion:**
- Members may move to "table" (pause) or "postpone" (delay) a motion to allow further consideration. A second to the motion is required to table or postpone. A vote must proceed before further discussion can take place.
8. **Adjournment:**
- The meeting ends by motion and a second upon reaching the scheduled adjournment time.

Lewisburg Borough's Rules of Order was adopted by Lewisburg Borough Council on August 19, 2025.