

ORDINANCE NO. 8

AN ORDINANCE REGULATING REGULAR, SPECIAL AND ADJOURNED MEETINGS OF THE BOROUGH OF INDIAN LAKE COUNCIL AND PROVIDING FOR THE APPOINTMENT, TENURE, POWERS AND DUTIES OF THE STANDING AND SPECIAL COMMITTEES THEREOF AND PROVIDING RULES AND REGULATIONS FOR THE CONDUCT OF THE BOROUGH COUNCIL MEETINGS

The Borough of Indian Lake hereby ordains as follows:

SECTION 1: The regular meetings of the Borough Council shall be held on the third Friday of every month at 8:00 o'clock P.M. in the building presently called the Borough Building in the Borough of Indian Lake.

SECTION 2: Special meetings of the Council may be called in the manner prescribed by law. Twenty (20) hours notice thereof in writing shall be given to each member of the Council personally or by leaving a copy thereof at his place of residence with an adult member of his family.

SECTION 3: The Council may adjourn a meeting to any time agreed upon by a majority of the members present at such meeting and a quorum being present thereat; the said adjourned meeting may proceed and consider any general business in the case of an adjourned regular meeting or special business for which the meeting was called in the case of an adjourned special meeting.

SECTION 4: Within fifteen (15) days after the bi-annual organization of the Council, the President shall announce his appointments of members of the Standing Committees of the Council. Such members shall, so long as they remain members of Council, retain such committee appointments until successors thereto shall have been appointed. Except that in any case the President of Council at any time may remove a member from any committee or may make changes in committee appointments.

SECTION 5: Every standing committee shall consist of three (3) members, the first name thereto to act as chairman and the second as vice-chairman and the latter to serve as chairman in the absence or inability to act of the chairman. The President of Council and the Chairman of the Finance Committee (if one should be established) shall each be an exofficio member without vote of all standing committees of the Council.

SECTION 6: Special committees may be appointed as occasions shall require by the President of Council or otherwise if so directed by the Council.

SECTION 7: The general duties of all standing committees of Council shall be as follows:

(a) It shall be the duty of each and every committee to investigate and report to the Council upon all matters referred to the respective committees by the Council and to execute and do all matters and things as the Council may direct to be done by them respectively; to make recommendations of any matter within the scope

of such committee which are deemed for the best interest of the Borough and to make respective annual estimates to the Finance Committee of the appropriations necessary to the respective departments represented by the respective committees to carry on the work of such departments for the ensuing fiscal year.

(b) Each committee shall meet once a month. The regular monthly meeting of each committee shall be attended by the Borough Mayor, and the committee shall consult and advise with the Mayor on all matters before the committee.

(c) The active, direct and in on job supervision administration of all matters within the scope of the duties of each committee is hereby delegated to and shall be performed by the Mayor.

SECTION 8: SPECIFIC DUTIES OF COMMITTEES. At the time any of the standing committees are organized, the specific duties for that committee shall be developed at that time.

SECTION 9: RULES AND REGULATIONS FOR CONDUCT OF BOROUGH COUNCIL MEETINGS:

(a) The President shall preserve order and announce the decision of the Council on all subjects. He shall decide questions of order without debate, subject to appeal to the Council by any three members, which appeal shall be reduced to writing and no member shall speak more than once, the President speaking last. The question before the Council shall be, "Shall the decision of the chair stand as the judgment of the Council?", which questions shall be put by the Secretary.

(b) Any member desiring to speak shall respectfully address the President and being recognized by that officer, shall confine himself to the subject under debate and avoid all personalities, indecorous or offensive language.

(c) Any member making a motion shall so state it as a motion, and no motion shall be considered in debate until it has been stated by the President, and when demanded by any three members, it shall be reduced to writing and read before the same shall be debatable.

(d) No member shall be interrupted while speaking except if need to call to order or for the purpose of explanation.

(e) If two or more members desire to speak at the same time, the President shall decide who is entitled to the floor.

(f) When a motion is before the Council, no motion shall be in order except to adjourn, to lay upon the table for the previous question, to postpone indefinitely all of which shall be decided without debate; to postpone to a stated time, to commit or to amend, which motion shall severally have been placed in the order herein named.

(g) Every regulation, ordinance or resolution shall be presented to the Council by a member thereof in his proper place; the title to the same shall be read by such member and the proposed regulation, ordinance or resolution shall be referred immediately by the President of the Council to the proper committee.

(h) Every petition, complaint or other matter requiring the action of counsel shall be accompanied by proper ordinance or resolution.

(i) Business shall be taken up in the following order which shall be announced by the President:

1. Calling role of the members;
2. Reading of the minutes;
3. Presentation of bills, petitions, communications and memorials;
4. Reports of the Borough Officers;
5. Reports of the Borough Standing Committees;
6. Reports of the special committees in the order of their appointments;
7. Unfinished business of previous meetings;
8. New business;
9. Adjournment.

(j) The rules of parliamentary practice as comprised in Robert's Rules of Order shall govern the Borough Council in all cases in which they are applicable and in which they are not inconsistent with the standing rules of council.

(k) Such further rules as may from time to time be deemed necessary may be adopted by a majority vote of all the members of Council; but these rules shall not be repealed or amended unless the proposition to repeal or amend be submitted to Council one meeting previous to action thereon, when if two-thirds of a full council vote for the proposition it shall be adopted.

(l) Any rule of Council may be suspended by assent of two-thirds of the members present and all votes for the suspension of rules shall be without debate provided: In no case may any rule be suspended where such suspension would result in violation or a

conflict with any provision of the Constitution or laws of the Commonwealth of Pennsylvania.

SECTION 10: Each section of this Ordinance shall be considered separable from the others, and if any one of them shall be found by the Courts to be unconstitutional, it shall not affect the others.

SECTION 11: Any Ordinance or part of an Ordinance conflicting with the provisions of this Ordinance be and the same are hereby repealed.

ORDAINED AND ENACTED into law this 19th day of May, 1967.

The above Ordinance having been approved for publication and having been advertised for the proper period as provided by law is hereby approved on this 19th day of May, 1967, by the majority of the Council of the Borough of Indian Lake.

APPROVED:

BOROUGH OF INDIAN LAKE

/s/ Theron H. Wider

BY /s/ Edward F. Specht
President of Council

I hereby certify that the foregoing Ordinance is Ordinance No. 8 approved May 19, 1967, duly advertised and transcribed.

Luella P. German
Secretary, Borough of
Indian Lake