



COUNTY of LUZERNE
PENNSYLVANIA
ESTABLISHED 1786
LUZERNE COUNTY
BYLAWS COMMITTEE MEETING
July 10, 2017
Council Meeting Room
Luzerne County Courthouse
200 North River Street
Wilkes-Barre, PA

10:00AM CALL TO ORDER

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL

ADDITIONS TO/DELETIONS FROM AGENDA

ADOPTION OF AGENDA

AGENDA ITEM

1. Discussion of Bylaws Draft from Solicitor

PUBLIC COMMENT

This is an opportunity for members of the public to address the Committee on matters not listed on the Agenda, but which must be within the subject matter jurisdiction of the Committee. Speakers are requested to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

ADJOURNMENT

RULES
AND
PROCEDURES OF OPERATION
FOR
THE LUZERNE COUNTY COUNCIL

Adopted August 28, 2012
Amended December 27, 2012
Amended January 21, 2014
Amended March 25, 2014
Amended July 14, 2015
Amended March 8, 2016

PREAMBLE

The Luzerne County Council is the legislative body governing Luzerne County and providing direction to its operation of providing service and protection to the citizens of Luzerne County. These Rules and Procedures of Operation are intended to further the efficiency and effectiveness of Council activity. To that end, they are concerned with the actions of Council members as they act individually and as a body, so that the attention of Council may hereafter be focused on service to Luzerne County citizens rather than debate over operational and procedural matters.

Article I: Laws Governing Luzerne County Council

Section 1

HOME RULE CHARTER AND LUZERNE COUNTY ADMINISTRATIVE CODE

The Luzerne County Home Rule Charter and Luzerne County Administrative Code, together with other applicable County Codes and Resolutions, shall be the defining documents governing the operation of Luzerne County Council and the actions of its members.

Section 2

SEVERABILITY

If any rule or procedure in this document shall be determined to be in conflict with the Luzerne County Home Rule Charter or the Luzerne County Administrative Code, or with the laws of Pennsylvania or the United States of America, it shall not be considered valid, but all other rules or procedures shall continue in full force and effect.

Section 3

APPLICABILITY

These rules and procedures of operation shall apply to County Council and all Committees established herein.

Article II. Definitions

~~1. Section 1. "Adopted session" means a meeting that has concluded, but prior to the conclusion of the meeting the time and date for another meeting to continue the business of the meeting has been set.~~

2. "Adopted" or "adoption" means approval of legislation by Council.

~~Section 2. "Adjourned session" means a meeting that has concluded, but prior to the conclusion of the meeting the time and date for another meeting to continue the business of the meeting has been set.~~

~~Section 4. "Chair" means the Chair of County Council.~~

5. "Charter" means the Charter of Luzerne County, adopted by the electors of Luzerne County as amended.

~~Section 65. "Clerk" means the Clerk of Council.~~

~~Section 76. "County" means Luzerne County.~~

~~Section 87. "Manager" means the County Manager of Luzerne County as provided in Article 4 of the Charter.~~

Council not open to the public.

~~Section- 99.~~ "Legislation" means any ordinance or resolution, including a Motion of Ceremonial Resolution, submitted to the Council for consideration. Legislation shall be designated as an "ordinance" if it is of a general and permanent nature and as a "resolution" if it is of a temporary nature or does not prescribe any permanent rules of conduct and/or expression of legislative intent.

~~Section 1010.~~ "Manager" means the County Manager of Luzerne County as provided in Article 4 of the Charter.

~~11.~~ "Matters" mean all legislation, motions, agenda items, and requests to address Council.

~~Section- 1211.~~ "Meeting" means any prearranged discussion of public business by a majority of the Members of Council, work session, or by a majority of the Members of any Council committee.

~~Section- 1312.~~ "Member" means a Member of the County Council, as provided in Article 2 of the Charter, unless the context clearly indicates otherwise.

~~Section- 1413-.~~ "Motion" means a proposal made in a meeting of Council or a Committee of Council in accordance with the Rules of Council to expedite or control deliberations and the transaction of business."

~~15.~~ "Motion of Council" means a form of resolution which proposes action by the Council that is not of a general nature.

~~Section 1416.~~ "Organizational Meeting" means the Regular Council Meeting which occurs on the first Monday of January in the even-numbered year following the election of members,

~~Section 15.~~ ~~"Motion" means a proposal made in a meeting of Council or a Committee of Council in accordance with the Rules of Council to expedite or control deliberations and the transaction of business.~~

~~Section- 187.~~ "Regular Council Meeting" means a prearranged meeting or work session of the County Council.

~~Section- 198.~~ "Special Council Meeting" means a meeting of Council that is neither a Regular Council Meeting, nor the resumption of a Regular or Special Council Meeting that had been adjourned to another time or day and time.

~~Section-2019.~~ "Work Session" means a meeting of the Committee of the Whole, consisting of the full Council membership, to hear matters to be placed on the regular Council meeting agendas, to interview applicants for County Authorities, Boards, and Commissions, and/or to discuss other Council business.

~~Section 20.~~ ~~"Chair" means the Chairperson of County Council.~~

Article III. Rules

Rule 1. Members of Council

Rule 1A: Member Conduct

Members shall at all times conduct themselves with courtesy and respect for their fellow officeholders, the Executive and members of the administration, county employees, and the public, and shall discharge their duties in accordance with the high public trust placed in them.

Rule 1B: Participation in Meetings

(1) Council members are expected to be on time and present for the entire duration of a regular meeting, special meeting, and Work Session from roll call through adjournment, unless excused by the Chair.

(2) Frequent tardiness may result in a motion of reprimand by the Council against the violator(s) during a regular meeting, special meeting, and Public Work Session. Tardiness shall be defined as arriving following the roll call. Tardiness shall be noted in the minutes of the meeting.

(3) **If a member fails to notify the Chair prior to the meeting, a A-member shall be declared absent rather than tardy** if not present for the first agenda item of discussion following public comment.

(4) The Chair may offer a motion of reprimand upon the second consecutive occurrence of tardiness or the third in five consecutive meetings or work sessions.

Rule 1C: Meeting Decorum

(1) Council members shall remain in their places at the meeting or work session during debate and deliberation, voting, or other official action of Council, unless otherwise approved by the Chair.

(2) If a Council member has a conflict of interest regarding any item that is under discussion or shall come to a vote, the Council member shall state the conflict and refrain from further participation in the matter.

(3) A Council member who has the floor shall refrain from dealing in personalities and impugning the motives of others. Reference to other members of the assembly shall be by proper title, i.e. Mr. Chairman, the last Council member who spoke, the last citizen who spoke, or the former speaker.

(4) Council members shall refrain from whispering, walking around the room, or any other actions which might disturb the Council during debate.

(5) When a speaker is called to order by the Chairman, that person shall relinquish the floor immediately until the question of order is resolved.

(6) Council members are prohibited from using cellular, mobile, or telephonic devices for personal communications while present at the meeting except where emergency circumstances exist.

(7) Council Members shall not send or read text messages or use other communication media during a meeting unless an emergency situation exists, or unless such media is necessary to the operation of the meeting.

(8) Decorum and Debate:

Robert's rules 9a, etc page 391- 392 use all unless already referenced.

(9) Any Council member may raise a Motion to reprimand a Council member due to a violation of meeting decorum rules.

Rule 1D: Telephone/Electronic Media Appearance.

(1) Council members may appear at a Council meeting via telephone or electronic media, such as Skype or video-conferencing, under specific circumstances. Such appearances shall be approved by the Chair for the benefit of the Council operations, not solely for the convenience of any member.

(2) The Council Chair may approve a Council member's appearance at a council meeting via telephone or electronic media when one or more of the following circumstances exists:

- a. Due to fire, flood, earthquake, or other emergency, there is a need for action by a governing body to meet the emergency;
- b. A vote of the council is required for action; or
- c. A quorum is not present at a regular meeting.

(3) In the event that a quorum is not present at a regular meeting, reasonable efforts shall be given to provide all absent members an opportunity to appear via telephone/electronic media. However, a majority of those participating in the meeting must be physically present at the meeting.

(4) A Council member's telephonic/electronic appearance shall only be approved when satisfactory equipment is available. Satisfactory equipment shall mean any equipment with a speakerphone function capable of broadcasting the Council member's voice attending via such means clearly and sufficiently enough to be heard by those in attendance at the meeting. The equipment must allow the Council member to ask, take, and answer questions and to fully participate in the action of the meeting.

(5) During any meeting that a Council member is attending via telephone/electronic media, the Council Chair or presiding Council member shall state for the record that a particular Council member is attending via telephone/electronic media and the reasons for such attendance.

(6) Council members appearing via telephone/electronic media must be engaged in the meeting from the roll call through the adjournment, allowing for the potential of temporary disconnection, and may participate and vote during the meeting as if physically present.

(7) Any Council members appearing via telephone/electronic media must ensure that the remote location is quiet and free from any background noises and interruptions. If the telephone/electronic media participation is marked by a bad connection, or by noise or interruptions that are disruptive to the meeting and inhibit or distract from the action of Council, the Chair may terminate the connection after majority vote of Council members present physically at the meeting.

(8) Council members appearing via telephone/electronic media shall comply with all rules and procedures as if physically present.

(9) If a telephone and/or electronic connection is continually interrupted or broken off more than three times during a meeting, the Council Chair shall declare the participation null and void and shall direct the record to reflect that the member appearing via telephone/electronic media was not present.

(10) In the event of technical failure, ~~the Chair and the Solicitor~~ shall determine whether member's participation in the meeting has met the requirements of the Sunshine Law regarding the validity of any votes.

(11) Any Council member who appears via telephone/electronic media for three (3) meetings during the calendar year, shall, prior to attending another meeting via telephone/electronic media:

- (a) Seek permission through the Chair; and
- (b) State the reason(s) for such a request; and
- (c) Be approved by Council attending the meeting.

Rule 1E: Members to Provide Contact Information

Upon taking office, each Member ~~shall~~**(The Office of Law provide an opinion as to whether providing this information is mandatory)** † provide the clerk contact information including business and residential address, office, facsimile, home and cellular telephone number(s) and email address(es). Based on the information provided, the Member shall designate ~~primary~~ contact information to which notices shall be sent. [The County email address provided to each Member shall be the primary email address to which Council-related information is sent; each Member may also designate an additional email address for concurrent copies may be sent. It is the Member’s responsibility to update contact information with the Clerk, should there be a change to any of the contact information initially provided.](#)

Rule 1F: Proclamations and Letters of Commendation and Condolence

The Chair~~man~~ may, on the request of any Member, sign proclamations or letters of commendation or condolence on behalf of the Council. Such proclamations or letters shall include the signatures of the Chair~~man~~ and the sponsoring Member(s).

Rule 2. Officers of Council

Rule 2A: Organizational Meeting

~~On the first business day of each year following a general election for Members of Council, members, County Council shall meet and organize by choosing a Chair, Vice Chair, and such other officers as desired from among its members. These officers shall serve at the pleasure of County Council. (Luzerne County Home Rule Charter Section Charter 2.07)~~

Rule 2B: Clerk’s Role at Organizational Meeting

The Clerk shall preside over the Organizational Meeting as Temporary Chair~~man~~ until the Chair~~man~~ is chosen, after which the Chair~~man~~ shall preside over the remainder of the Meeting.

Rule 2C: Process for Election of Council Leadership

The Chair~~man~~ and Vice Chair~~man~~ shall be elected at the Organizational Meeting as follows:
(1) Any Member may nominate themselves or another Member, and a second shall be required.
(2) After all nominations for Chair~~man~~ have been made, the Clerk shall call the roll, and Member shall vote for one candidate.
(3) A Member must receive at least six (6) votes for election. If no Member receives six (6) votes and one candidate receives the fewest number of votes, the candidate receiving the fewest number of votes shall be eliminated and the voting process shall be repeated. If two

or more candidates are tied for the least number of votes, then no candidates shall be eliminated, and the voting process shall be repeated. If no candidate receives six (6) votes in the second round, the process described above shall be repeated until a candidate is elected.

(4) After the election of the **Chairman**, the Vice **Chairman** shall be elected in the same

Rule 2D: Duties of **Chairman** of Council

The **Chair** shall preside at all meetings of Council, Work Sessions and Committee Meetings of the Whole and shall perform all duties as specified in the Charter, the Codified Ordinances of Luzerne County, these Council Rules, or by Motion of Council. ~~The **Chair** may shall act as **Chair** during his/her absence or inability to serve.~~

Rule 2E: Duties of Vice-**Chairman** of Council

The Vice- **Chairman** shall preside in the absence or disability of the **Chairman** at all Council, shall perform all the duties of the **Chairman** during such absence or disability, and perform all other duties as set forth in the Charter, the Codified Ordinances of Luzerne County, these Council rules, or by Motion of Council.

Rule 2F: Absence or Disability of **Chair** and Vice- **Chairman**

In the absence or disability of both the **Chairman** and Vice-**Chairman**, the Member with the seniority shall serve as **Chairman** Pro-Tem and perform all the duties of the **Chairman** absence or disability. If no one Member has the most seniority, the Clerk shall conduct an election for **Chairman** Pro-Tem, with all Members being eligible, using the procedure set Rule 2C, except that a majority of those voting shall be sufficient for election.

Rule 2G: Filling of Vacancy in Chair or Vice-Chair or Replacement of Chair or Vice-Chair:

If the position of Chair or Vice-Chair becomes vacant prior to the reorganization of Council due to resignation or death, or if replacement of Chair or Vice-Chair is made by a vote of majority of Council, the successor to complete the term of office for that position shall be elected from among the members of Council by a majority vote of Council members, in accordance with the procedure outlined in these bylaws.

Rule 2H: Recall of Chair or Vice-Chair

Recall of the Chair or Vice-Chair of Council may occur between the mandated Organizational Meetings at the pleasure of a majority of Council. A motion to recall made and seconded and then approved by a majority of those who serve on Council shall create a vacancy in the office; such vacancy shall then be filled using the procedures outlined in Rule 2C above.

Rule 3. Council Personnel

Rule 3A: Clerk of Council

The Council shall appoint the Clerk of Council as set forth in Section 2.09 A 7 *et al.* of the Charter, who shall have the following duties:

- (1) Attend meetings of Council, determine quorums, record the proceedings and the votes of each Member, and keep the minutes of the proceedings;
- (2) Provide notices as required by the Charter, general law, and these Council Rules;
- (3) Accept, record, and compile proposed legislation for inclusion in the agenda of Council;
- (4) Deliver all adopted legislation to the requisite individuals required;
- (5) Deliver proposed legislation to the Committee Chairs;
- (6) Accept and provide to the **Chairman** requests to address Council;
- (7) Publish and/or post all legislation as required by these Council Rules;
- (8) Publish and/or the Record of Council;
- (9) Conduct the election of the **Chairman** of Council as Temporary Chairman;
- (10) Attend Council Committee meetings in person or by designee, determine quorums, record the proceedings and the votes of each member, keep the minutes of the proceedings, and accept and provide the **Chairperson with** requests to address the Committee;
- (11) All duties not fully listed above as set forth in the Charter **and these By-Laws**.

Rule 4. Quorum of Council

Rule 4A: Quorum Defined

A quorum of Council shall consist of six (6) Members, which shall constitute the number of Members required to transact any business that does not require a larger number of Members, as specified in the Charter and/or these Council Rules.

Rule 4B: Clerk to Determine Quorum

The Clerk shall determine the presence of a quorum by roll call at the beginning of each Council meeting, shall announce that a quorum is present, and shall keep a record of Members present.

Rule 4C: Absence of Quorum

A Member may at any time raise a point of order and request the **Chairman** to determine whether a quorum is present. The **Chairman** shall then direct the Clerk to call the roll of Members. If a quorum is not present, the Council may not conduct any business until a quorum is restored, except to adjourn, fix a date and time to which to adjourn, or take any other action permitted in the absence of a quorum.

Rule 5. Meetings of Council

Rule 5A: Schedule of Regular Council Meetings

Within two weeks of the Organizational Meeting, the **Chairman** shall establish a schedule of dates, times, and locations of all Regular Council meetings for the ~~present~~ following year.

Rule 5B: Regular Place and Times for Council Meetings

Public Meetings shall normally occur on second and fourth Tuesdays of every month at a start time in compliance with the Luzerne County Home Rule Charter ("Charter"). All meetings of Council shall take place at the County Council ~~Meeting Room Chambers~~ on the of the Luzerne County Court House unless otherwise specified by the **Chairman**.

Rule 5C: Purpose of Regular Meetings:

The ~~Public~~ Meetings on the second and fourth Tuesdays shall be meetings ~~deliberation of and action on County business. Prior to each public meeting, work session to discuss new business/issues at which the Council may debate Any new matter discussed at a work session may~~ shall not normally be placed on subsequent Public Meeting, held on a different day. County Council may have sessions where necessary and called by the Chair in accordance with the Sunshine Law and Charter.

Rule 5D: Procedure and Notice for Change of Council Meeting Schedule

The **Chairman** may cancel and/or reschedule a Regular Council Meeting. Notice of any rescheduled Regular Meeting of Council shall be promptly given to all Members, posted on the County's website, posted at the Clerk's Office, and advertised as required by law.

Rule 5E: Notice Required for Adjourned Meeting of Council

The Council may adjourn any meeting to a time and place certain. Notice shall be given to any Members not in attendance at the meeting so adjourned, not later than the third business day prior to the meeting of the adjourned session or as soon as practicable if such adjournment is for a time less than four (4) days. Notice of the adjourned session shall at the same time also be posted on the County's website and posted at the Clerk's Office.

Rule 5F: Special Council Meetings

A Special Council Meeting may be called by the ~~Chairman~~ **Notification of such the Clerk shall be in the form of ~~upon notification to the Clerk upon delivery to location, and agenda~~ purpose of such meeting, along with the titles of any be discussed.** All Special Council Meetings shall follow all rules regarding open meetings and public notice that apply to Regular Council Meetings.

Rule 5G: Notice Required for Special Council Meeting

Notice of the date, time, location, and agenda for any Special Council Meeting shall be given to all Members not later than ~~seventy-two~~**twenty-four (224)** hours prior to the meeting and shall at the same time be posted on the County's website and posted at the Clerk's Office.

Rule 5H Emergency Meeting

An emergency meeting is called because of circumstances that require immediate consideration by the Council. An emergency meeting is one where circumstances will not permit the Council to wait three days to give notice of a special meeting. Notice of the emergency meeting must be given to members of the Council and a good faith effort must be made to notify each news media. Notice to the media should be made as soon as reasonably practicable after members of the Council are notified. The notice requirements for an emergency meeting differ from a special meeting because of the urgency of the situation. Posted or published notice is not required. Efforts will be made provide public notice.

Rule 5IH: Record of Council Meeting s Required

All meetings of Council shall be recorded, and these recordings shall be preserved by the Clerk as public records.

Rule 5JI: Absence of Members

Members are expected to attend in person all Regular Council Meetings. The Clerk shall record the presence or absence of each Member at each Council Meeting.

Rule 5KJ: Council Meeting Agenda

The Clerk, with the approval of ~~the~~ **Chairman-Chair**, shall prepare the agenda for each Council meeting, including Committee Meetings. All Committee Meeting agendas shall be prepared by the Committee Chair. The Clerk shall support these efforts.

Rule 5LK: Publication of Agenda for Council Meetings

Not later than the close of business on the second business day prior to any Council meeting, the Clerk shall post the agenda for the meeting and supporting information from the packets of information prepared for Council on the County's website and include the

same information in the Record of Council. The Clerk shall post the agenda at the Clerk's office and advertise the agenda in accordance with the Pennsylvania Sunshine Act.

Rule 5M: Council Member Packets

Not later than ~~at~~ the close of business on the second business day prior to any meeting of Council or Committee, the Clerk shall provide each Member with a packet providing background information on the matters expecting to come before Council at the next meeting and containing the draft minutes of the previous meeting. The packets may be provided in an electronic format, **except during emergencies**.

Rule 6. Order of Business

6A. Each Voting Meeting ~~by of~~ Council shall include the following:

1. Roll Call;
2. Pledge of Allegiance to the flag of the United States of America;
3. Moment of Silence;
4. Public comment on Voting Agenda items;
5. Approval of minutes of previous meeting (where applicable);
6. Actions and/or Business of Council;
7. Motion for Adjournment or Recess;

Actions and/or Business of Council shall be set by the Chair.

~~1. —~~ 6B. Other Meetings

- 1 Roll Call;
- 2 Pledge of Allegiance to the flag of the United States of America;
- 3 Moment of Silence;
- 4 Public comment;
- 5 Actions and/or Business of Council;
- 6 Motion for Adjournment or Recess;

6C. When multiple council or committee meetings occur in succession in the same location, on the same date, and the designated members of the body attending the meetings are the same; it is only necessary to say the Pledge of Allegiance to the Flag of the United States and hold a Moment of Silence once.

~~3. —~~ Public comment;

~~Actions and/or Business of Council shall be set by the Chair.~~

~~When multiple council or committee meetings occur in succession in the same location, on the same date, and the designated members of the body attending the meetings are the~~

~~same; it is only necessary to say the Pledge of Allegiance to the Flag of the United States~~

Rule 7. Actions of Council

Rule 7A: Types of Council Action

The Council may take action only through ordinances, resolutions, Ceremonial Resolutions, and Motions of Council.

Rule 7B: Ordinances

- (1) An ordinance shall provide for matters of a general and permanent nature.
- (2) The heading of an ordinance shall be as follows:
COUNTY COUNCIL OF LUZERNE COUNTY, PENNSYLVANIA Ordinance No.
- (3) Each ordinance shall contain only one subject. The title shall be a succinct summary of the subject and purpose of the ordinance. Legislation amending existing law shall also be noted as such in the title.
- (4) The Clerk shall assign a number to each **enacted** ordinance, which shall indicate the year of introduction, and the number of the ordinance within that year.
- (5) The enacting clause shall read, "Be it enacted by the County Council of Luzerne County, Pennsylvania:"

Rule 7C: Resolutions

- (1) A resolution proposes legislative action that does not involve permanent changes in law.
- (2) The heading for a resolution shall be as follows:
COUNTY COUNCIL OF LUZERNE COUNTY, PENNSYLVANIA Resolution No.
- (3) Each resolution shall contain only one subject. The title shall be a succinct summary of the subject and purpose of the resolution.
- (4) The Clerk shall assign a number to each resolution, which shall indicate the year of introduction and the number of the **adopted** resolution within that year.
- (5) The resolution shall contain statements of support, followed by a resolution clause that reads, "Be it resolved by the County Council of Luzerne County, Pennsylvania, that..."

Rule 7D: Ceremonial Resolutions/**Proclamations**

- (1) Ceremonial resolutions/**Proclamations** are acknowledgements, generally of congratulation or condolence, to recognize a noteworthy event or person.
- (2) ~~Ceremonial resolutions/**Proclamations** may be requested by any Council member or any member of the public and shall may be adopted in the same manner as other resolutions~~be issued by the Chair following notification to all Council of the ceremonial resolution request with no objection received from any Council member within **seventy two (72) hours**.
- (3) ~~Ceremonial resolutions/**Proclamation** -requests to which any Council member objects may be put to a vote and issued on behalf of the Council if approved by majority of Council; alternatively, they may be signed by the requesting member of Council and any other Council members who wish to sign the resolution.~~

Rule 7E: Motions of Council

- (1) Any non-legislative power of the County Council other than Ceremonial Resolutions, may be exercised by adoption of a resolution in the form of a Motion of Council.
- (2) A Motion of Council shall be adopted in the same way as other resolutions.

Rule 7F: Motions

Actions of a procedural nature, including to excuse the absence of a member, may be approved by passage of the appropriate motion.

Rule 7G: Work Session Review

Each piece of legislation ~~is encouraged to must~~ be reviewed by County Council at a Work prior to its final passage. This Rule may be suspended when time is of the essence, as determined by the Council ~~Chairman~~. **If appropriate, a**After a matter has been **by County Council at a Work Session, it may shall be immediately placed on the future the agenda for the next County Council Meeting for voting.**

Rule 8. Decorum

Rule 8A: Respectful Presence

Any applause, outburst, or demonstration during any Council or committee meeting shall be permitted only when respectful toward all persons present and not disruptive of the proceedings at the meeting.

Rule 9. Procedure

Rule 9A: Procedure Manual

The guide for procedural issues not covered in these Council Rules shall be Robert's Rules of Order, Newly Revised.

Rule 9B: Conduct of Business

Conduct of Business at Meetings shall be consistent with all applicable Charter provisions.

Rule 9 C: Voting

- (1) Voting on Ordinances and Resolutions shall be by Roll Call. **-Votes of each Member shall be recorded.**

(2) Voting on Motions may be conducted by Ayes/Nays or by Roll Call, at the discretion of the Presiding Officer. ~~-. **Votes of each Member shall be recorded.**~~

(3) A Council member shall have the right to change his or her vote up to the time the result of the vote is announced by the Presiding Officer.

a. After that, the member can make the change by unanimous permission of the Council members present, which may be given by unanimous consent after the Presiding Officer inquires whether there are any objections.

b. If objection is made, a motion may be made and seconded to grant permission, and this motion is not debatable.

(4) When abstaining from a vote, a Council member shall give a reason or explanation for the abstention. A Member shall abstain from voting whenever the Member has a personal or monetary interest in any manner under consideration or believes that voting on the matter could for any reason constitute a violation of state or county ethics law.

(5) Roll call votes shall be conducted on a rotating alphabetical basis, with the Chair voting last.

(6) Every Member present shall vote on every question in Council or in committee, unless the Member has abstained from voting.

(7) Proxy voting shall not be allowed in the Council or in committee.

(8) Voting on all matters shall generally be by voice vote, except that a roll call vote may be held on any matter at the discretion of the presiding officer or upon the request of any Member or the Clerk.

Rule 9 D: Motion Practice and Precedence

Motions are limited to those set forth below and may be made by Council Members only unless otherwise specified in these Rules. They are grouped into four categories and listed in order of precedence. When any Motion is pending, any Motion above it in the list is in order, but those below it are out of order.

(1) Meeting Conduct Motions

a. Point of Privilege

- i. May interrupt a speaker;
- ii. Second not required;
- iii. Not debatable;
- iv. Not amendable;
- v. Resolved by the Chair; No vote required.

- b. Point of Procedure
 - i. May interrupt a speaker;
 - ii. Second not required;
 - iii. Not debatable;
 - iv. Not amendable;
 - v. Resolved by the Chair; No vote required.

- c. To Recess the Meeting
 - i. May not interrupt a speaker;
 - ii. Second required;
 - iii. Debatable;
 - iv. Amendable;
 - v. Majority vote required.

(2) Disposal of Motions

a. To Withdraw a Motion: A Motion may be withdrawn by the mover, with the consent of the seconder.

- i. May interrupt a speaker;
- ii. Second required;
- iii. Not debatable;
- iv. Not amendable;
- v. Resolved by the Chair; No vote required.

b. To Postpone Consideration to a Time Certain

- i. May not interrupt a speaker;
- ii. Second required;
- iii. Debatable;
- iv. Amendable;
- v. Majority vote required.

c. To Table

- i. May not interrupt a speaker;
- ii. Second required;
- iii. Not debatable;
- iv. Not amendable;
- v. Majority vote required.
- vi. If any topic tabled by Council is to be discussed at a future meeting, a motion and second must be made to "Take off Table" or to "Reopen Discussion," at which time Council will vote without discussion to reintroduce the topic for deliberation.

d. To Refer: A Motion may be referred to a Committee via a Motion to Refer that is seconded and then receives a majority vote of the present Council members.

- i. May not interrupt a speaker;
- ii. Second required;

- iii. Non-debatable;
- iv. Amendable;
- v. Majority vote required.

e. To Amend

- i. May not interrupt a speaker;
- ii. Second required;
- iii. Debatable;
- iv. Amendable;
- v. Majority vote required.

f. To Limit, Extend, or Close Debate

- i. May not interrupt a speaker;
- ii. Second required;
- iii. Debatable;
- iv. Amendable;
- v. Majority vote required.

g. To Call the Question: When all Council members have had an opportunity to speak and sufficient debate on a Motion has occurred, the Chair or any Council member may "Call the Question." Upon a second to the Calling of the Question, all debate shall cease and the Motion shall be reread and then voted upon.

- i. May not interrupt a speaker;
- ii. Second required;
- iii. Not Debatable;
- iv. Not Amendable;
- v. Mandatory when seconded;
- vi. ~~majority vote required~~ no vote required.

(3) Main Motions to Take or Reconsider Action

a. To Introduce a Proposed Ordinance

- i. Second required;
- ii. Debatable prior to vote;
- iii. Affirmative vote of at least four (4) Council Members needed;
- iv. There shall be no Debate on a Proposed Ordinance following its initial introduction and reading.

b. To Introduce and Pass a Proposed Resolution

- i. Second required;
- ii. Debatable;
- iii. Amendable;
- iv. Majority vote required, unless a greater vote is required by Charter or other applicable law.

c. To Enact a Proposed, Advertised Ordinance

- i. Public Hearing required;
- ii. Debatable;
- iii. Amendable;
- iv. Majority vote required, unless a greater vote is required by Charter or other applicable law.

(4) All Other Motions

- a. May not interrupt a speaker;
- b. Second required;
- c. Debatable;
- d. Amendable;
- e. Majority vote required, unless a greater vote is required by Charter or other applicable law.

Reconsideration: Any Motion which is defeated by a majority vote of Council may not be introduced for reconsideration at any meeting except as follows:

- (1) The motion to reconsider is made by a member of the majority that prevailed in the original vote, seconded by any member, and approved by a majority vote of Council.
- (2) Following reorganization of Council, any Motion may be introduced for reconsideration by any member.

Nomination procedure for appointments to Authorities, Boards, and Commissions:

(1) Council shall hold a nomination period, in which any person receiving a nomination and a second shall have their name put forward as a candidate on a roll call ballot for the appointment.

(2) After nominations are completed, council shall conduct a roll call vote, in which each council member shall signify her/his selection by announcing a candidate's name.

(3) In a roll call vote concerning two candidates, the candidate receiving six (6) the highest number of cast votes, regardless of the number of Members name put forth on a resolution, which must be passed by a majority of present council members to effectuate any appointment.

(4) In a roll call vote concerning three or more candidates, the candidate receiving a majority of cast six (6) votes, regardless of the number of have their name put forth on a resolution.

- b. If any one candidate does not receive a majority of cast six (6) tie for the second highest number of votes, council shall do the following:

- i. Perform a roll call vote for selection between the second place-tied candidates to break the tie.
- ii. Perform a subsequent roll call vote for selection between the highest voted candidate and the winning tie-breaking candidate. The candidate receiving the majority of cast votes shall have their name put forth on a resolution.

Parliamentary Procedure: All questions regarding parliamentary procedure shall be resolved by the Chair, in consultation with the Solicitor present at the meeting.

Rule 9E: Presiding Officer to Direct Meetings

All discussion in Council meetings, Work Sessions and Committee Meetings shall go through the Presiding Officer, who shall control the order of speakers and shall put motions by Members before the Council or committee for consideration and action.

Rule 9F: Reading of Legislation

Legislation shall be read by title only.

Rule 9G: Amendments

All amendments shall be germane to the subject that is proposed to be amended. All proposed amendments to an ordinance, resolution, or Motion of Council shall be in written form, except that the Chair~~man~~ or the chairperson of a committee may accept for consideration a verbal amendment that is clear, unambiguous, and may be presented in a single sentence or a few words. A motion need not be in written form.

Rule 10. Legislation

Rule 10A: Information Required in Legislation

Legislation shall be clear and concise with the proper dates required.

Rule 10B: Introduction of Legislation

Legislation to be considered by Council may be introduced at a Committee meeting or a Work Session by any member of Council. Legislation requests from members of the public may be made to any member of Council, but the legislation must be sponsored by a member of Council and introduced to Council at a Work Session in order to be considered by Council.

Rule 10BC: Clerk to Maintain Legislation

Following introduction, the Clerk shall maintain all original copies of proposed and adopted legislation in a safe and permanent manner, allow for public inspection of all proposed and adopted legislation, and provide copies upon request pursuant to the public records law.

Rule 10DE: Vote Required for Adoption of Legislation

Adoption of legislation shall require the affirmative vote of at least six (6) Members of Council, except as otherwise provided by the Charter, the Codified Ordinances of Luzerne County, or applicable general law.

Rule 10ED: Effective Date of Legislation

Legislation shall take effect at the time provided for in general law, unless a later time is specified in the legislation.

Rule 10FE: Publication and Codification of Legislation

All legislation shall be published on the County's website, codified as prescribed by law and these Rules of Council, and shall be kept in a permanent file, which may be in an electronic format.

Rule 10GF: Codification of Legislation

The Clerk, in consultation with the Chief County Solicitor, shall regularly compile the legislation of Luzerne County into a code or compilation of laws in book form by title, chapter, and section, without substantive change or alteration of purpose or intent.

Rule 10HG: Maintenance

The Clerk shall maintain the Codified Legislation.

Rule 11. Committees

Rule 11A: Referral to Committee

All legislation ~~is encouraged to be~~ ~~must be first to be~~ introduced ~~for discussion~~ at a ~~must be accompanied by~~ ~~-An~~ agenda submittal ~~will be~~ provided to the Chair of that a copy to the Clerk in the final form that ~~they~~ will be submitted to Council no later than the of business on the second (2nd) business day prior to the Committee Meeting. Exceptions to this deadline may be made with the approval of the ~~Committee Chairman and the Clerk~~.

The Council Chair~~man~~ may assign legislation to committee for review and recommendation.

Rule 11B: Chairman or Majority of the Council to Appoint Committees

Not later than the second Regular Council Meeting following each Meeting, the Council Chairman shall appoint the Chairperson, Vice-Chairperson, and for each standing committee. The Chairman shall be encouraged to the best extent possible, committee assignments that reflect the interests and experience of Members. Committee assignments shall be for a term of one year, but changes in assignments may be made at other times through a Motion of Council at the discretion of the Chair, with the provision shall have no fewer than three (3) members. **Each Council member is encouraged to serve on at least one committee.**

Rule 11C: Standing Committees

~~(1)~~ The following standing committees are established for the Council:

- ~~—~~ Authorities, Boards, and Commissions Committee
- ~~—~~ Budget, Finance, and Audit Committee
- ~~—~~ Legislative Committee - dedicated to 1) crafting County legislation of any type (Motions, Resolutions, Ordinances, Policies) within the Council's purview, 2) working with federal, state, and municipal officials on matters affecting the County and its residents, and 3) performing research on issues and other related tasks as designated by Council.
- Strategic Initiatives Committee – dedicated to crafting policy that shall serve to direct-communicate to the County Manager regarding Council's vision for the
- Blighted Property Committee

(2) Each committee shall be comprised of 3-5 Council members, and **each Council member shall be encouraged to serve on at least one committee.**

~~(2)~~ (3) Each standing committee shall meet at least once in every quarter of the year.

~~(3)~~ (4) Special ~~and Ad Hoc~~ Committees may be established for a specific purpose or frame to serve as authorized by the Council Chair.

Rule 11D: Committee meetings

Not later than the third Regular Council Meeting each year or by the third Regular Council meeting following amendments to the By-Laws' Rules and Procedures of Operation for the County Council, Committee Structure, the Council Committee shall pass a Motion of locations for the standing committee meetings and notify the Chair and Clerk of such. After

Rule 11E: Committee Voting Rights

Each piece of legislation ~~shall~~ may be reviewed first by a Committee. That Committee will on the legislation, and if it passes by majority vote, then the legislation will proceed to a Work Session of all Members of Council. If the legislation does not pass, the party submitting the legislation ~~is~~ shall have the option to have the legislation ~~reconsidered~~ discussed by the ~~Committee of the Whole Council at a Work Session~~. **The Council Chairperson with a copy to the Clerk.** ~~Ten (10) days after receipt of the review at a Committee Meeting of the Committee of the Whole who shall vote on it with a~~

Rule 11F: Quorum ~~and Record of Attendance at Committee Meetings~~

A quorum for any committee shall be a majority of its Committee Members. The Clerk shall determine the presence of a quorum by roll call at the beginning of each committee meeting, shall announce when a quorum is present, and shall keep a record of Members present. In the absence of a quorum, a committee may take testimony and engage in discussion, but otherwise may not take any action, other than those actions allowed to be taken in the absence of a quorum, in compliance with the Sunshine Act and as provided in Robert's Rules of Order, Newly Revised.

Rule 11G: Notice Requirements for Committee Meetings

All Members shall be notified of the date, time, location, and agenda for any committee meeting at least two (2) business days before the meeting, and the same information shall at the same time posted on the County's website and posted at the Clerk's Office and publically advertised. The agenda shall include a list by number and short title of all legislation to be considered at the meeting.

Rule 11H: Emergency Committee Meeting

An ~~e~~Emergency Committee Meeting may be conducted with shorter notice than that required above, provided that at least twenty-four (24) hours before the meeting, all the notice requirements are completed.

Rule 11I: Clerk or Designee to Staff Committees

The Clerk shall determine the presence of a quorum, take roll call, keep audio minutes note individuals in attendance, and record votes at each committee meeting; but may appoint another member of Council's staff to perform these duties for any committee meeting.

Rule 11J: Committee of the Whole

Rule 11K: Participation of Members at Committee Meetings

~~Any Member may participate in discussion as a members of the public. may be seated at~~ has not been appointed to a committee may not offer motions or vote at that committee.

Rule 11K: List of Committees

The Clerk shall maintain and post on the County's website a list of all standing, joint, ~~ad hoc~~, or special committees and all subcommittees and advisory subcommittees currently existing within the Council, the officers and members of each, and the regular day, time, and location of meeting of each, if established.

Rule 12: VACANCIES ON AUTHORITIES, BOARDS, AND COMMISSIONS

Rule 12A. Declaration and Filling of Vacancies

1. Except as may otherwise be provided for in this Charter, the Administrative Code, or applicable law, all members of County boards and commissions shall be appointed by resolution of County Council adopted by an affirmative vote of at least a majority of its current members. Prior to making any appointment or filling any vacancy on a board or commission, County Council shall give notice of its intent to do so and solicit applicants in the manner prescribed for vacancies in the career service in Section 7.05 A. of this Charter.
2. At the time of appointment and throughout his/her term, each member of any County board or commission shall, at a minimum, be a citizen of the United States and a resident of Luzerne County.
3. The terms of office of members of County boards and commissions shall be as established by this Charter, the Administrative Code, other County ordinance, or applicable law for the specific board or commission.
4. Except as may otherwise be provided for in this Charter or applicable law, each member of any County board or commission shall serve until the expiration of his/her term and a new appointment is made. However, if a new appointment is not made within 60 days after the expiration of the term, the position shall be considered vacant.
5. Positions on any County board or commission shall also become vacant upon the member's death or resignation, or when the member lacks any qualification prescribed by this Charter or applicable law; has been found to be incapacitated or incompetent by a court with appropriate jurisdiction; has been convicted of or pleads no contest to a charge constituting misbehavior in office, embezzlement or theft of public monies, bribery, perjury, any felony, or other infamous crime, as provided for in the Pennsylvania Constitution and applicable law; knowingly or willfully violates any provision of this Charter; fails to assume the office within 30 days after the scheduled beginning of his/her term; or is disqualified from holding office as provided for in this Charter. Further, County Council may establish meeting attendance standards for members of County boards and commissions by ordinance and shall have the power to declare the member's seat vacant if he/she fails to meet these standards.

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6. Except as may otherwise be provided for in this Charter or applicable law, upon the creation of a County board or commission, at the expiration of the term of office of any member of a County board or commission, or when a position on any County board or commission is declared vacant by County Council pursuant to Section 11.06 of this Charter, County Council, at a regularly scheduled or special meeting held within 60 days after the creation of the board or commission, the expiration of the term, or the declaration of the vacancy, shall make the appointment(s) or fill the vacancy by resolution adopted by an affirmative vote of at least a majority of its current members. If County Council fails to do so, any resident of Luzerne County may petition the Court of Common Pleas to make the appointment(s) or fill the vacancy. In such a case, the Court by a majority vote of its members shall make the appointment or fill the vacancy within 30 days after receiving such petition.
7. Where a binding agreement, County ordinance or resolution, or applicable law requires one or more County Commissioner(s) to serve(s) as a member of a board or commission, the County Manager and/or his/her designee(s) shall fill such position(s), except as may otherwise be provided for in this Charter. All such designee(s) shall require the consent of County Council by resolution adopted by an affirmative vote of at least a majority of its current members. In those cases where the County Manager may designate someone to serve on any such board or commission, he/she may designate any elective County official or County employee. Participation as a member of any such board or commission shall not disqualify any elective County official or employee from receiving the compensation to which he/she is entitled by virtue of his/her elective position or employment with the County.
8. Except to the extent that this Charter or applicable law may require or permit an elective County official or County employee to serve on a board or commission, no member of any County board or commission shall hold any elective County office or serve as a County employee, and no member of any County board or commission shall be employed or compensated by any individual or business serving as a contractor to the County or any County authority, board, or commission, or serve as a paid consultant to the County or any County authority, board, or commission. Further, except as may otherwise be specifically provided for in this Charter or applicable law, no member of a County board or commission other than a member of County Council, the County Manager, or his/her designee may simultaneously serve on more than one County authority, board, or commission. In addition, for a period of one year after leaving office, no member of any County board or commission may serve as a County employee except as may otherwise be specifically provided for in this Charter or applicable law, be employed or compensated by any individual or business that served as a contractor to the County or any County authority, board, or commission during the time he/she served as a member of any County board or commission, or serve as a paid consultant for the County or any County authority, board, or commission.
- Unless otherwise provided for in this Charter or applicable law, no member of a County board or commission shall receive any County salary by virtue of his/her position as a member of a board or commission or any County pension or other employee benefit. However, members shall be entitled to reimbursement of expenses incurred in the

performance of their duties in keeping with County policy. (Luzerne County Home Rule Charter Section 8.02)

Rule 12B. Application Procedure for Vacancies on Authorities, Boards, and Commissions

Application form availability: A common application form listing all County Authorities, Boards, and Commissions shall be readily available to the public through the Luzerne County website or by contacting the Clerk to Council office.

Acceptance of applications: Applications of interest in appointment to County Authorities, Boards, and Commissions may be submitted on an ongoing basis to County Council through the Clerk to Council. If possible, the County website may also make available an interactive application that may be submitted electronically. An applicant may submit a resumé or other relevant documents along with the common application form. All applications must include complete contact information for the applicant, including current mailing address, telephone number(s), and email address. Applicants will be contacted via email to acknowledge receipt of their application materials.

Retention of application materials: Application materials shall be scanned and electronically retained by Clerk to Council and Council Liaison. Paper application forms shall be retained for 3 years. Applicants may submit revised or updated applications at any time.

Rule 12C. Selection Process for Appointment

1. Open interview procedure:

a. Interview sessions shall be scheduled at least once in each quarter of the year. Special interview sessions may be scheduled at the discretion of the Chair of the Authority, Boards, and Commissions Committee when a vacancy is declared on any County Authority, Board, or Commission. All applicants who have not been interviewed since submitting their applications shall be invited to participate in interview sessions.

b. Applicants who are determined to be ineligible for appointment for reasons specified in the Home Rule Charter or due to specific requirements of a County Authority, Board, or Commission shall be notified of the determination of ineligibility in writing.

c. Applicants shall be invited to participate in a group interview with Council members that shall be open to the public.

d. The format of the interview shall be defined by Council ~~Chair Liaison~~ with topics of discussion suggested by Council members.

e. The interview shall include an opportunity for any Council member present to ask relevant questions of applicants in addition to those determined by Council Liaison.

f. An applicant who has participated in at least one group interview for another County Authority, Board, or Commission may be excused from the interview process at the applicant's request but retain eligibility for appointment.

g. In the interest of full disclosure and transparency, applicants must disclose any professional, occupational, or financial relationship they may have with any council member. Failure to do so may disqualify the applicant from consideration.

2. Establishment of eligibility list:

a. Eligibility lists of interested applicants for each County Authority, Board, and Commission shall be retained and updated following each interview session.

b. Each applicant shall remain eligible for appointment to a County Authority, Board, or Commission for a period of two (2) ~~two~~ years following his or her interview.

c. The eligibility list for each Authority, Board, and Commission shall be updated following an interview session for that Authority, Board, or Commission.

Rule 12D: Practices and Operational Procedures of Authorities, Boards, and Commissions

Rule 13. Work Sessions

Rule 13A: Work Sessions

At the discretion of the Council Chair the Council will hold a Work Session to work on matters through a more informal process. The Council Chair shall act as the Presiding Officer over these Work Sessions. All notice rules that apply to Council committees shall also apply to Work Sessions, including but not limited to the requirements for open meetings, advance notice of the meeting, advance publication of the agenda, keeping of minutes, and provision of time for public comment.

Rule 13B: Informal Process Permitted at Work Sessions

All Work Sessions shall be conducted under the leadership of the ~~P~~residing ~~O~~fficer, but the presiding officer may suspend the usual rules regarding the control of discussion and debate to allow for informal discussion among Members or between Members and the public and informal processes for drafting potential language for inclusion in ordinances, resolutions, and Motions of Council.

Rule 13C: No Formal Action Permitted at Work Sessions

No formal action regarding any legislation or a Motion of Council may be taken at a Work Session. Procedural motions regarding disposition of legislation may be entertained, but

The results of Work sessions ~~may shall~~ be put into formal action at a meeting of Council, subsequent to conclusion of the Work Session.

Rule 14. Open Records, Executive Session, Specific Notice

Rule 14A: Open Meetings

All meetings of Council or any Council committee shall be open to public, with the exception of Executive Sessions.

Rule 14B: Availability of Public Records

All records of the Council that relate to public business shall be available to the public as public records, **excepting those protected by attorney-client privilege or other federal or state law.**

Rule 14C: Executive Session: The Council may hold Executive Sessions before, during, or after a regular or special meeting, in compliance with Sunshine Law. An Executive Session may also be called by the Chair separate from a regular or special meeting, in compliance with "Sunshine Law," if lengthy discussion on executive session topics is anticipated. If an Executive Session is called during a meeting, the presiding officer shall announce the purpose of the session and the anticipated length of such session, and whether further action is anticipated following the Executive session. The Council will return to Council chambers or other designated meeting area, as applicable, for adjournment of the meeting.

Confidential discussions during Executive sessions shall not be disclosed by any Council member or other person in attendance to any person unless confidentiality is waived by a majority of the Council. Waiver of confidentiality must be established by a majority vote of present council members at a public meeting. Violation of confidentiality may result in a censure motion by the Council against the violator during a regular meeting. **Any individual in violation of confidentiality may be subject to personal financial or any repercussion under the law.**

Rule 15. Records of Meetings of Council and Committees

Rule 15A: Minutes of Council Meetings

The Clerk shall keep minutes of all Council meetings, which shall include the time, date, and location of all meetings; roll call of Members present; actions taken; and the vote of each Member on all questions.

Rule 15B: Minutes to be Provided to Council Members

Not later **than the close of business on the second day prior to each meeting of two days prior to the subsequent meeting, whichever is sooner**, the Clerk shall provide each Member a copy of the minutes of the previous meeting, and shall provide copies of the final version of the minutes to each Member if the minutes are amended. Copies of the minutes may be provided in electronic format. The minutes shall include a written summary of actions taken at the meeting. The minutes shall also include an audio and/or video or digital record of each Council meeting, but the digital record is not required to be included in the copies of minutes sent to Members.

~~**Rule 16. Continuity and Amendment of Rules**~~

Rule 167. Requests to Address Council

Rule 167A: Public Comment

The Council encourages the public to direct any address or presentation to County Council. **Any behavior that is disruptive of the Meeting or meeting decorum may result in removal from the Meeting.**

Rule 167B: Public Comment Available at All Committee Meetings

The Chairperson shall honor all requests to address committee received during a committee meeting. The Chairperson may impose a reasonable time limit per presentation, and such time limit may be extended at the discretion of the Chairperson. Public Comment shall be the final matter heard at the end of each Committee Meeting.

Rule 167C: Public Comment Available at All Work Sessions

The County Council Chair shall honor all requests to address Council at a Work Session. There shall be a three (3) minute time limit for each public comment, and such time limit may be extended at the discretion of the Chairperson. Public Comment shall be the final matter heard at the end of each Work Session.

Rule 167D: Public Comment at Council Meetings

The Council shall provide time at the beginning of each Council meeting for public comment regarding items on the agenda for that meeting, and shall provide time at the end of each Council meeting for public comment that relates to County business but does not relate to the agenda for that meeting. Requests to address Council shall be made in writing to the Clerk prior to the meeting on a form to be provided for this purpose. The presenter shall state his/her name and address and may speak for not more than three (3) minutes, unless such time is extended at the discretion of the Chairman.

Rule 178. Council Space

There shall be space allocated on County property for Council use. This shall include, but not be limited to, office space, meeting space, and document storage space.

Rule 178A: Office Space

The Clerk of County Council shall have designated and dedicated office space and office equipment located in the Luzerne County Courthouse. No Council member shall have an assigned individual office space in the Courthouse or on County property. However, Council members shall have at-large access to office space and office equipment in the Clerk's office area.

Rule 178 B. Meeting Space

The Council shall have a designated public meeting room in the Courthouse that may be used by other entities or individuals for meetings when not scheduled for use by Council. The Council shall have a dedicated private Council meeting room in the office space allocated to Council that may be used for Executive Sessions or other non-public purposes, in conformity with the "Sunshine Law."

| **Rule 178C. Document Storage**

Council members shall have general storage space allocated within the Clerk of Council office area for documents related to the operation of Luzerne County government. Such documents shall be maintained by the Clerk of Council. No individual Council member shall have a private storage space allocation, nor shall any member or members have the ability to lock files. All documents maintained in the Council storage area shall be accessible to all Council members.

| **Rule 189. County Resources**

Council members shall have use of County resources for the purposes of conducting County business.

1. Office supplies and equipment (such as copy paper, printer, other similar items) shall be available to Council members for the purposes of conducting County business.
 - a. Council members may submit requests for supplies to be ordered through the budget of the Office of Clerk of Council, within the limits proscribed by the County Budget. Such requests shall be reviewed and approved by the Chair of Council.
 - b. Council members may submit, through the Office of Clerk of Council, receipts for reimbursement of the actual cost of supplies used in the course of County business but not available through the Office of Clerk of Council, within the limits proscribed by the County Budget, subject to prior approval of the Chair.
 - c. Expenditures must be approved by the Chair in writing prior to submission to the Division of Budget and Finance for payment. Expenditures made without prior approval of the Chair may be denied for reimbursement.
 - d. The Chair shall regularly provide information to Council regarding reimbursements to individual Council members.
2. County email addresses shall be assigned to each Council member for the purpose of communicating regarding County-related matters.
 - a. Council members shall adhere to the Internet/Technology Policy applicable to County employees.
 - b. County Council members shall use their County email addresses for correspondence related to County-related matters.

| **Rule 1920. Travel and Conference Reimbursement**

(1) Council members may submit receipts or vouchers for reimbursement of costs related to the conduct of County business, including travel cost for attendance at regular or special meetings, work sessions, and committee meetings, and costs for designated official Council representatives to attend meetings, conferences, conventions, and special events approved by the Chair in accordance with these bylaws, ~~providing that the one-way mileage is greater than 20 miles.~~

a. Reimbursement limits shall be established **as per budget limitations** by the Chair for each meeting, conference, convention, or special event prior to the incurring of expenses.

b. Reimbursement shall be available annually up to the amount estimated in advance and provided for within the Administrative expenses of the annual County Budget.

(2) Up to two Council members may be designated by the Chair of Council. **Rule 16.**

20. Continuity and Amendment of Rules

Rule ~~1206~~A: Continuity of Rules

These Rules of Council shall remain in effect until amended or repealed and shall not need to be re-enacted at each Organizational Meeting of Council.

Rule 1206B: Amendment of Rules

Any provision in these Council rules may be amended by adoption of a Motion of Council, approved by at least six (6) Members of Council.

I at public meetings as Official Council Representatives at meetings, conferences, and conventions, such as CCAP conventions/conferences or other events, with associated expenses reimbursed. This shall not prohibit any other Council member from attending meetings, conferences, or conventions at his/her own expense. All reimbursable expenses must be pre-approved by Chair. Council members attending at their own expense shall not need the approval of the Chair to attend such functions.

Commented [LH2]: I think these should be the final Rule in the whole document, moved from here to Rule 20.