

WINDEMERE TOWNSHIP PUBLIC HEARINGS

Rules of Procedure and Decorum Township Board Meeting

Amendment 1

Purpose: The purpose of this amendment is to create transparency among the Township Board and citizenry by informing all parties of agenda items and information with enough time to review and discuss at the monthly Township Board Meeting.

Section 2 is amended to read:

All agenda items must be shared with and sent to the township clerk, township coordinator and township recorder via email, no later than 12pm on the Friday prior to the monthly Township Board meeting. Any agenda item added after this point must be approved at the beginning of the Township Board Meeting and added to the agenda. The Clerk will then create, finalize and distribute the upcoming Board meeting's agenda by 5pm on the Monday prior to the monthly Township Board meeting. Distribution of the final agenda will be emailed to the Board of Supervisors, Township Coordinator, Township Recorder, Treasurer, Zoning Administrator and Roads Manager as well as posted on the Townhall's Bulletin Board and on the Township's website no later than 5pm on Monday prior to the monthly Township Board meeting.

Section 3 is amended to read:

~~The Board agenda will be posted at the town hall and on the township website a minimum of (2) days prior to an upcoming Board meeting.~~

Section 5 is amended to read:

All reports, handouts, PowerPoints, presentations, forms, etc. which are to be presented and/or discussed at any public meeting/hearing must be shared with and sent to the township clerk and township coordinator via email, no later than 12pm on the Tuesday prior to the monthly Township Board Meeting. From these documents the Clerk and Township Coordinator shall create, finalize and distribute the upcoming Township Board's meeting packet by 5pm on the Tuesday prior to the monthly Township Board Meeting. Distribution of the final meeting packet will be emailed to the Board of Supervisors, Township Coordinator, Township Recorder, Treasurer, Zoning Administrator and Roads Manager as well as posted on the Township's website no later than 12pm on Tuesday prior to the monthly Township Board meeting.

All sections of the current policy: *Windemere Township Public Hearings Rules of Procedure and Decorum* will be renumbered to reflect the changes made in this amendment.

Adopted this 8th day of August, 2024
(day of the month) (month) (year)

by the Township Board of Supervisors for Windemere Township.


_____ Township Board Chair

Attest: Cindy Wolgast Township Clerk