

The Municipal Authority of the Borough of Lemoyne (“LMA”)

Meeting Rules for Remote Meetings

Adopted May 12, 2020

In order to conduct an orderly and efficient remote video meeting while allowing the public and residents of the Borough of Lemoyne to comment and raise concerns to the LMA, the following rules have been adopted.

1. A draft agenda for the meeting will be posted on the LMA page of the Borough of Lemoyne’s website one day prior to LMA meeting.

2. Any resident or presenter wishing to be placed upon the agenda will need to submit their name, address, and phone number from which they are calling to receive a conference ID # the day of the meeting before the close of business at 4:00 PM.

3. Once the meeting is started, non-members of the LMA and staff will be muted. Chairman will unmute participants to allow comment as appropriate.

4. All participants of the meeting must identify themselves prior to speaking. This includes Authority Members, Staff, Presenters, or members of the public

5. Members of the public will be allotted up to 5 minutes to address the LMA during the during the public comment portion of the meeting agenda.

6. If a resident or other attendee of the meeting fails to follow the rules of time limitations or etiquette, the Chairman will require their participation to be placed on mute.