

**DAUPHIN COUNTY GENERAL AUTHORITY**

**RESOLUTION NO. 2024 - \_\_**

**Adopted: August 21, 2024**

**A RESOLUTION OF THE GOVERNING BODY OF  
DAUPHIN COUNTY GENERAL AUTHORITY ADOPTING  
CERTAIN RULES AND REGULATIONS NECESSARY FOR  
THE CONDUCT OF MEETINGS AND THE MAINTNANCE  
OF ORDER.**

WHEREAS, Dauphin County General Authority (hereafter, General Authority) is a body corporate and politic, duly incorporated in 1984 by the Board of Commissioners of Dauphin County, Pennsylvania, under the former Municipality Authorities Act of 1945, repealed by Act 2001, June 19, P.L. 287, No. 22, §3, now known as the Municipality Authorities Act, 2001, June 19, P.L. 287, No. 22, §4, 53 Pa. C.S.A. §5601 et seq.; and

WHEREAS, under Section 5610 of the Municipality Authorities Act, 53 Pa. C.S.A. §5610(a), “the powers of each authority shall be exercised by a board [;]” and

WHEREAS, under Section 5607 of the Municipality Authorities Act, 53 Pa. C.S.A. §5607(d)(7), the General Authority’s five-person board (hereafter, General Authority Board) may “make bylaws for the management and regulation of the General Authority’s affairs[;]” and

WHEREAS, the General Authority Board has made bylaws (hereafter, Bylaws) for the management and regulation of the General Authority’s affairs; and

WHEREAS, under Article I, Section 7.I. of the Bylaws, “[t]he Board from time to time by resolution may adopt such rules and regulations \* \* \* as the Board may deem proper[;]” and

WHEREAS, the General Authority is an “agency” under the Sunshine Act, 65 Pa. C.S.A. §703 et seq.; and

WHEREAS, as an agency, “[o]fficial action and deliberations by a quorum of the members of [the General Authority Board] shall take place at a meeting open to the public unless closed under” certain statutory exceptions, 65 Pa. C.S.A. §704; and

WHEREAS, pursuant to Section 710, 65 Pa. C.S.A. §710, “[n]othing in [the Sunshine Act] shall prohibit the agency from adopting by official action the rules and regulations necessary for the conduct of its meetings and the maintenance of order[;]” and

WHEREAS, pursuant to Section 710.1 of the Sunshine Act, 65 Pa. C.S.A. §710.1(a), “\* \* \* the board \* \* \* of an authority created by a political subdivision [e.g., Dauphin County] shall provide a reasonable opportunity at each advertised regular meeting and advertised special

meeting for residents \* \* \* of the authority created by a political subdivision [e.g., Dauphin County residents] or for taxpayers \* \* \* of the authority created by a political subdivision [e.g., Dauphin County taxpayers] \* \* \* to comment on matters of concern, official action or deliberation which are or may be before the board \* \* \* prior to taking official action[;]" and

WHEREAS, pursuant to Section 709 of the Sunshine Act, 65 Pa. C.S.A. §709(c.1)(1)(i), "[i]f the agency has a publicly accessible Internet website, the agency shall post the agenda \* \* \* on the website no later than 24 hour in advance of the time of the convening of the meeting[;]" and

WHEREAS, in addition, "[t]he agency shall post the agenda \* \* \* at the location of the meeting and at the principal office of the agency[, 65 Pa. C.S.A. §709(c1)(1)(ii);]" and

WHEREAS, in addition, "[t]he agency shall make available to individuals in attendance at the meeting copies of the agenda \* \* \*[, 65 Pa. C.S.A. §709(c.1)(1)(iii);]" and

WHEREAS, pursuant to Section 711 of the Sunshine Act, 65 Pa. C.S.A. §711(a), "\* \* \* a person attending a meeting of an agency shall have the right to use recording devices to record all proceedings[;]" and

WHEREAS, the Sunshine Act expressly provides that "[n]othing in \* \* \* [S]ection [711, 65 Pa. C.S.A. §711(a),] shall prohibit the agency from adopting and enforcing reasonable rules for \* \* \* [the] use [of recording devices] under [S]ection 710 [, 65 Pa. C.S.A. §710.1;]" and

WHEREAS, consistent with the Bylaws and the Sunshine Act, the General Authority Board wishes to adopt certain rules and regulations necessary for the conduct of its meetings and the maintenance of order.

NOW, THEREFORE, be it resolved by the General Authority as follows:

Section 1. Agenda. The agenda shall be posted on the General Authority's publicly accessible Internet website at least twenty-four (24) hours in advance of a meeting. The General Authority Board shall cause the posting of its agendas at the boardroom of Dauphin Highlands Golf Course, which is the location of the General Authority's meetings, and at the clubhouse of Dauphin Highlands Golf Course, which is the General Authority's principal office. Paper copies of the meeting agenda will be made available for the public at the start of each meeting.

Section 2. Meeting Minutes. The official minutes of prior meetings shall be made available to the public after the General Authority Board has approved such minutes. As for members of the public who wish to comment upon agency business included in the minutes of meetings at which such members of the public participated, such members of the public may do so at the next regularly scheduled meeting of the General Authority Board.

Section 3. Detailed Meeting Information. Notice and copies of proposed resolutions will be posted on the General Authority's publicly accessible Internet website at least twenty-four (24) hours in advance of meetings. With the exception of privileged information, other

records provided to the General Authority Board for deliberation at meetings or otherwise will be made available to requesters consistent with and pursuant to the Right-to-Know Law, Act of February 14, 2008, P.L. 6, No. 3, 65 P.S. §67.101 et seq.

Section 4. Public Participation. A public participation period will be provided to all Dauphin County residents or taxpayers at or near the beginning of regularly scheduled meetings, and at appropriate times during other meetings. Dauphin County residents or taxpayers who want to be recognized for public comment will sign an appearance sheet identifying themselves by name and address. If such persons represent an organization or group, they shall identify the organization or group. Persons wishing to speak will wait until they are recognized by the chairperson of the General Authority Board. Any group desiring to make public comments must designate a spokesperson. The spokesperson will be responsible for maintaining order between and decorum amongst group members. Public comments will be limited to Dauphin County residents or taxpayers who wish to comment on current business as identified in the meeting agenda. However, in the Chairperson's sole discretion, public comments may be made by others so long as the comments relate to current business or matters of agency business which the General Authority Board might reasonably consider in the future.

Section 5. Time Limitations. The time allotted for public comments by each individual shall be limited to three (3) minutes so as to provide each participant with a fair and equal opportunity to be heard. The chairperson of the General Authority Board may, in her/his sole discretion, permit an extension of time if such an extension serves the best interest of the General Authority.

Section 6. Deferment of Public Comments. If the period of public comment is expected to be unusually long or public decorum has become disorderly, the General Authority Board may, in its sole discretion, defer all or portions of the public comments to the next regular meeting, or to a special meeting to be held after public notice in advance of the next regular meeting. The General Authority Board may, by motion and vote, table the subject matter presented, take other or further official action, or take no action whatsoever – all as warranted under the circumstances.

Section 7. Recording of Meetings. Members of the public may record or videotape all or portions of General Authority meetings; provided, however, (i) the appearance sheet must indicate such person's intention to record or videotape the proceedings, (ii) such person's actions do not disturb or interrupt the meeting, and (iii) such recording or videotaping must be conducted from the person's seat unless the General Authority Board otherwise permits.


Section 8. Civility and Decorum. Members of the public are expected to conduct themselves with civility and to accord all in attendance, including the General Authority Board, a measure of dignity and respect. At the discretion of the General Authority Board, disruptive individuals may be removed from the public meeting room. Those individuals who wish to utilize recording devices and who require special accommodations within the meeting room should contact the General Authority's Administrator at least twenty-four (24) hours in advance of the meeting so that the Administrator may provide adequate facilities and arrangements to facilitate use of the devices. Nevertheless, the General Authority Board may prohibit the

unreasonable use of noisy or distracting recording devices if the use of such devices interferes with the effective conduct of an open meeting.

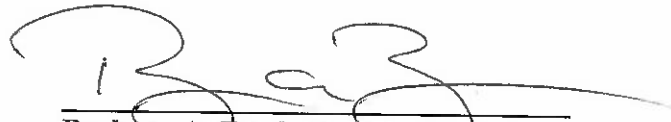
Section 9. Effective Date. This Resolution shall take effect immediately. All prior resolutions or motions, or parts thereof, inconsistent herewith are hereby rescinded, cancelled, and annulled.

DULY ADOPTED, this 21st day of August, 2024, by the governing board of Dauphin County General Authority in lawful session duly assembled.

**ATTEST**

  
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**Eric Epstein, Secretary**

**DAUPHIN COUNTY GENERAL AUTHORITY**

  
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**Barbara A. Zemlock, Esq., Chairperson**