



CITY OF CORRY - POLICY

Policy Area: City Council	Subject: Council Meeting Guidelines
Title of Policy: Council Meeting Guidelines	Number: 26-07
Effective Date: January 19, 2026	Page Number:
Approved Date: January 19, 2026	Approved by: City Council
Revision Date:	

Local Guidelines for Corry City Council Meetings:

The City of Corry welcomes public participation at City Council meetings and provides opportunities for participants to address City Council. Meetings are open to the public and are noticed and conducted in accordance with Pennsylvania Third Class City Code, Right to Know, and Sunshine Laws.

City Council's work sessions are on the 2nd Monday of every month beginning at 6:00 pm at the Community Center.

City Council regular meetings are on the 3rd Monday of every month beginning at 6:00 pm at the Community Center.

Meeting dates, information and any changes are published at www.corrypa.gov.

Work Sessions:

Work sessions are used to allow Council to discuss issues in detail before taking action on them at a regular voting meeting.

An agenda for work sessions will be available in advance.

No binding action may be taken during the work session.

Regular Meetings:

Regular meetings are used by City Council to finalize discussion and vote on agenda items. Each agenda item is introduced by the presiding officer.

The presiding officer may request staff input.

The presiding officer may ask for comments from the applicant.

The presiding officer will call for a motion and second.

Discussion is limited to Council members after a motion has been made.

Public Hearings:

Public hearings are held for a specific purpose to gather data and public opinions and to address City Council for decision-making.

As each agenda item is considered, the presiding officer will ask for comment from citizens specific to the item.

Special Meetings:

Special meetings can be called for a special or general purpose. The Mayor or two Councilmen can call a special meeting. 24 hours notice of a special meeting shall be given to each member stating whether such meeting is for special or general business. If called for special business, only such business shall be considered unless waived by unanimous consent of council. Notice of a special meeting shall be advertised once, no less than 24 hours in advance of the meeting and state the nature of the business to be conducted at the meeting.

The following practices are used for all city council meetings:

The presiding officer will open and facilitate all meetings.

All meetings are conducted in accordance with Robert's Rules of Order.

After meetings are opened, attendees are asked to remain quiet unless recognized by the presiding officer. Council members can request that a citizen be recognized. Reasonable limitations on the number of speakers and time allowed for comments may be decided by the presiding officer. The presiding officer decides when comments related to agenda items can be made and when comments unrelated to the agenda items can be heard. A speaker may be asked to stay after the agenda is completed to further a discussion with interested parties.

The public can address city council once for 3 minutes. Speakers needing additional time are asked to schedule in advance with the City Administrator or City Clerk.

The presiding officer may request a group to select a spokesperson.

Speakers are asked to:

- Speak clearly into the microphone at the podium.
- State their name and address.
- Provide documents shared with City Council to the City Clerk.
- Speak in a civil and respectful manner.

Speakers may be directed to meet with staff for assistance. Actions to resolve questions will be reviewed at the next public meeting.

Issues requiring additional consideration can be held over until a later meeting.

Any City Council member can ask specific questions. All in attendance are asked to avoid debates and to speak in a civil and respectful manner.

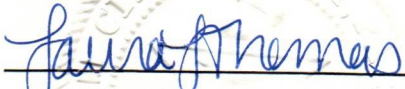
The presiding officer will maintain order.

If an individual does not comply with the presiding officer's directions, they may be asked to leave, or if necessary, be escorted out from the meeting.

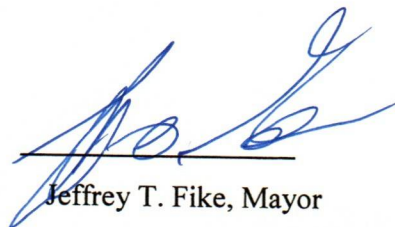
**Contact the City Administration or Council Members through www.corrypa.gov
100 South Center Street
Corry, PA 16407
(814) 663-7041**

Adopted this 19th day of January, 2026.

Attest:



Laura L. Thomas, City Clerk



Jeffrey T. Fike, Mayor