

BOROUGH OF TELFORD
PUBLIC MEETING ATTENDANCE AND PARTICIPATION POLICY

I. INTENT

It is the intent of this policy to: 1) provide a reasonable opportunity for public attendance and participation at public meetings of the Borough Council; 2) promote orderly and efficient public meetings of Borough Council; and 3) otherwise comply with the provisions of the Sunshine Act, 65 P.S. §701 et seq. All references to Council President shall include another designated member of Council, in the event of the President's absence.

II. ATTENDANCE AND NOTICE

Citizens are welcomed and encouraged to attend any and all public meetings of the Telford Borough Council. The Borough shall provide notice of all public meetings in compliance with provisions of the Sunshine Act.

III. PUBLIC PARTICIPATION:

A. Agenda items

1. Council will provide a reasonable opportunity for citizens to comment specific to an agenda item after there has been a motion and a second on such agenda item, and prior to any vote being taken on such motion.
2. Public comment on agenda items shall not exceed three (3) minutes per person per agenda item. Council President shall have the discretion to permit a citizen to continue commenting for an additional period not to exceed two (2) minutes, after taking into consideration the number of agenda items, the number of citizens wishing to comment, the complexity of the item, the duplicative or original nature of the comments being provided, the reasonable length of the meeting, and any other factors relevant to the orderly and efficient conduct of the meeting.

B. Non-Agenda items

1. Council will provide a reasonable opportunity for citizens to comment on any non-agenda items after all agenda items have been addressed, but prior to the adjournment of the public meeting.
2. Public comment on non-agenda items shall not exceed three (3) minutes per person per agenda item. Council President shall have the discretion to permit a citizen to continue commenting for an additional period not to exceed two (2) minutes, after taking into consideration the number of agenda items, the number of citizens wishing to comment, the complexity of the item, the duplicative or original nature of the comments being provided, the reasonable length of the meeting, and any other factors relevant to the orderly and efficient conduct of the meeting.

C. Generally

1. Citizens who wish to comment at a public meeting should indicate that intent by raising their hand after the applicable public comment period has been announced.
2. Council President will then indicate by signal or name that a citizen wishing to comment may begin to do so.
3. Each person wishing to comment, after being recognized, shall provide their name, address and group affiliation (if applicable) before addressing Council.
4. Persons wishing to provide written comment or information at a public meeting should bring at least ten (10) copies, one for each Councilperson, one each for the Borough Manager and Borough Solicitor, and one for the record.

D. Video and Live-Streaming

1. At the beginning of each meeting, the Council President shall inquire if any attendee will be audio or video recording and/or live streaming the meeting.
2. If the Borough will be audio or video recording the meeting, the Council President shall, at the beginning of the meeting, notify those present that the meeting will be recorded and/or live streamed.
3. Notice that the meeting may be recorded and/or live streamed shall also be published on the meeting agenda.
4. If the meeting is to be recorded and/or live streamed, every effort shall be made to position recording equipment in such a location as to capture and record members of Council, and not members of the public in attendance.
5. Under state law, the official record of a meeting is the adopted, written meeting minutes.