

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, Borough Authority, and all other publicly held meetings of the Borough's Boards and other Committees; 2) promote orderly and efficient public meetings of Borough Council and all other Boards; and 3) otherwise comply with the provisions of the Sunshine Act, 65 P.S. §701 et seq. All references to Council President/Chairperson shall include another designated member of Council/Board, in the event of the President's absence.

II. ATTENDANCE AND NOTICE

Residents, Tenants, Business Owners and Lessees are welcomed and encouraged to attend all public meetings of the Borough Council. The term 'Residents' is defined as all those who are domiciled within the limits of the Borough of Telford¹. Notice of all public meetings will be provided in compliance with the provisions of the Sunshine Act.

III. PUBLIC PARTICIPATION:

A. Agenda items

1. Council/Board will provide a reasonable opportunity for residents 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 item. Council President/Chair shall have the discretion to permit a resident 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 residents wishing to comment, the complexity or simplicity 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/Board will provide a reasonable opportunity for residents 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/Chair shall have the discretion to permit a resident 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 residents wishing to comment, the complexity of the item, the duplicative or original nature of the comments being provided, the

¹ Telford Borough Authority has customers in its service area that extends outside the limits of the Borough. All Authority customers, meaning those who receive a water and/or sewer bill from Telford Borough Authority, are welcome and encouraged to attend public meetings of the Telford Borough Authority Board.

reasonable length of the meeting, and any other factors relevant to the orderly and efficient conduct of the meeting.

C. Generally

1. Residents who wish to comment should indicate that intent by raising their hand after the applicable public comment period has been announced.
2. Council President/Chair will then recognize by signal or name that a resident wishing to comment may begin to do so.
3. Each person wishing to comment may put their remark in writing and submit to the Council President prior to the start of the meeting. After the meeting has commenced, upon being recognized, the person commenting shall provide their name, address and group affiliation (if applicable) before addressing Council/Board.
4. Persons wishing to provide written comment or information 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. Additionally, comments may be submitted in advance of the meeting for the Borough Manager's attention via the Borough's website, telfordborough.org/contact-us.

CI. Video and Live-Streaming

1. At the beginning of each meeting, the Council President/Chair 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 or Chair shall announce, at the beginning of the meeting, 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. Under state law, the official record of a meeting is the adopted, written meeting minutes.