

## **PUBLIC PARTICIPATION RULES AND GUIDELINES FOR PUBLIC MEETINGS**

The below listed rules and guidelines for public comment periods will be followed during all public meetings of the Borough, including Council meetings and all Borough Boards and Commissions:

1. Public comment will be allowed after each agenda item for a public Council meeting to allow anyone the opportunity to comment, with limitation as determined by the Chair, prior to Council voting on the agenda item. A general public comment period with limitation shall be held at the end of each public Council meeting to allow anyone the opportunity to comment on Borough issues more broadly. The general public comment period will be limited to 45 minutes total speaking time.
2. Public comment for any of Council's Committees, as well as all other Borough Boards and Commissions, will be allowed after each agenda item for that public Committee, Board, or Commission meeting to allow anyone the opportunity to comment prior to the Committee, Board, or Commission voting on the agenda item, with limitation as determined by the Chair. A general public comment period with limitation shall be held at the end of the public Committee, Board, or Commission meeting, at the discretion of the Committee, Board, or Commission, should public demand warrant the opportunity for anyone to comment on issues more broadly.
3. After the comment period has ended, if a resolution or ordinance is added to the agenda or amended to make its substance differ, anyone shall be provided an additional opportunity to comment on the addition or amendment before a final vote is taken.
4. Anyone who wishes to address the Council in-person at a Council meeting should first sign his or her name to a sign-in sheet to be provided by the Borough, and indicate the municipality and street name of his or her residence or the business being represented, as well as the agenda item(s) to be addressed, if applicable, or "general public comment." When called upon by the Chair, a prospective speaker should come to the podium or lectern if physically able, or if unable, should wait for a portable microphone to be brought to his or her seat. Priority will be given to residents and/or taxpayers of the Borough for comments. The speaker must identify him- or herself by name, street name, and municipality of residence. For personal safety, the exact location of a residence is not required. If representing a business or organization, the speaker will be asked to name the business or organization. A business or an organization is encouraged to designate one person to present comments on its behalf.
5. Anyone who wishes to address the Council virtually via a web-based platform (i.e., Microsoft Teams, Zoom, etc.), should such a platform be utilized solely or in conjunction with an in-person meeting, must first sign in to the platform provider with his or her name and contact information, if so prompted. When anyone participating virtually is recognized by the Chair, they must identify him- or herself by name, street name, and municipality of residence. For personal safety, the exact location of a residence is not required. If

representing a business or organization, the virtual speaker will be asked to name the business or organization. A business or an organization is encouraged to designate one person to present comments on its behalf. Virtual speakers will be required to adhere to all of the same rules and guidelines as speakers present in-person at Council meetings.

6. The speaker must direct all comments to the Council and not to staff.
7. Each speaker recognized by the Chair will be given two (2) minutes to comment. A speaker may not cede time to another speaker.
8. The Borough Manager or designee shall time comments and shall announce "one minute remaining" and "time expired" to the Chair.
9. No official Council action will be taken on items presented during the general public comment period held at the end of Council, Board, or Commission meetings. All items will be referred to Borough staff and/or the appropriate working group or committee for further research and discussion.
10. Speakers may refer to charts, graphs, or other visual aids that can be reasonably included on the record. Speakers may not use signs, props, advertisements, or videos while providing comments.
11. Speakers should limit repetitious comments and, when appropriate, acknowledge agreement with a previous speaker's comment or position.
12. Comments submitted to the Council in writing any time during the official public comment period carry the same weight as oral commentary presented at a public hearing or meeting. Speakers shall not read written comments in their entirety to have them become part of the record. Speakers are encouraged to verbally summarize their written statement.
13. Public comments shall be either recorded or taken on the record.
14. While the public has the right to make critical and harsh remarks, the public does not have the right to disrupt meetings. In cases of serious disruption, the Council will adjourn the meeting or take such other action to resolve the disruption, as appropriate under the circumstances.
15. The procedures will be posted in the meeting room and on the Borough website.
16. The above procedures may be modified at any time by a majority vote of the Council.