



BOROUGH OF WYOMISSING CONDUCT OF BOROUGH COUNCIL AND BOROUGH COMMITTEE MEETINGS

Section 1. Public Comment Period.

- A. Every regular and special meeting of Wyomissing Borough Council and every Borough Committee Meeting shall have, as an agenda item, a period of time (Public Comment Period) set aside for receiving comments from members of the public as identified in the Sunshine Act.
- B. On July 13, 2021, Council approved the use of a second public comment period for Borough Council meetings. One public comment period will be at the beginning of the agenda to discuss agenda items, and the second public comment period will be at the end of the agenda to discuss items not on the agenda. If the agenda is amended during the meeting for reasons permitted by law and approved by the Solicitor to add an additional subject, an additional public comment period will be added to permit comment on such subject before any action is taken on such subject.
- C. Borough Committee Chairs shall have the discretion to decide whether to include in the agenda for the meetings over which such Chair presides the second public comment period described in paragraph B.
- D. Each Public Comment Period shall not exceed twenty (20) minutes in total length unless by motion passed by a majority of Council members present and voting (or by a majority of the Committee members present and voting in the case of a Committee meeting), the total length of the Public Comment Period is extended to a longer total period which shall be stated in such motion.

Section 2. Resident and Taxpayer Comment.

- A. Prior to making comment, members of the public shall sign in to the meeting and identify themselves by stating their name and address before Borough Council (or the Committee in the case of a Committee meeting).
- B. No member of the public shall make comment for more than five (5) minutes. No member of the public shall be allowed to delegate his/her time to any other members.
- C. Any public member's time not used for comment shall be deemed waived.
- D. All such public comment shall be limited to matters of public concern, official action or deliberations that are, or may come, before Borough Council (or before the Committee, in the case of a Committee meeting).
- E. Presenting comment in the form of questions shall be avoided since the purpose of the Public Comment Period is to receive comment, not to engage in question and answer sessions, or to engage in public debate or argument with either members of Borough Council (or Committee members in the case of a Committee meeting), Borough Staff or other members of the public attending the meeting. No such questions shall be answered without permission of the presiding officer of the meeting.
- F. Pictures, exhibits or other audio-visual aids that a Public Participant engaging in public comment wishes to present to Council, a Committee or a Board requiring the use of Borough audio visual equipment, must be provided to the Borough Secretary no less than two business days in advance of the scheduled public meeting date and time.
- Agenda and amendments thereto be posted no later than three business days prior to a meeting.
- The deadline for residents to submit items to be displayed on the Borough's audio-visual equipment during the public comment period of a meeting is two business days in advance of the meeting.



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- When calculating deadlines for posting agenda and submitting items, each business day shall be a 24-hour period ending at the time that a meeting is scheduled to occur. Time falling on days that Borough Hall is closed shall not be counted for purposes of calculating two business days.

Section 3. Use of Technology Equipment.

- A. Recording devices are permitted so long as they are identified at the start of the meeting and do not interfere in the meeting.
- B. The use of the Borough's audio-visual equipment is not permitted for public use, unless approved by motion passed by a majority of Council members present and voting (or by a majority of the Committee members present and voting in the case of a Committee meeting).

Section 4. Inappropriate Behavior and Language.

No resident shall be permitted to participate in the Public Comment Period if inappropriate behavior or offensive language is used or exhibited. Should this occur, the presiding officer of the meeting shall have the right to discontinue the Public Comment Period, stop the speaker's comment or remove the offending speaker from the meeting.

Section 5. Charge and Control of Public Comment Period.

The presiding officer of the meeting shall have full charge and control of the Public Comment Period and enforcement of the provisions of this Policy.

Section 6. Sunshine Act Objection.

Pursuant to Section 710.1(c) of the Sunshine Act, an objection to a perceived violation of the Sunshine Act can be raised at any time at any meeting of Wyomissing Borough Council or a Borough Committee. The objector shall have no more than three (3) minutes to express the objection.