



BOROUGH OF WYOMISSING VIRTUAL MEETING PROCEDURAL POLICY

The following procedure will be followed for all Borough Council, Committee and Board public meetings held virtually using Zoom.

1. During the effectiveness of a Statewide declared emergency, the Borough will hold meetings which would otherwise be required under the Sunshine Law to be held in public as virtual public meetings.
2. The time, date and subject of virtual public meetings, along with a reference to the Borough website where additional information may be found, will be advertised in the Reading Eagle at least forty-eight (48) hours prior to the start of the virtual meeting. At least forty-eight (48) hours prior to the start of the virtual public meeting, the time, date, subject, agenda and login or call-in information to participate in the meeting shall be provided on the Borough website. If a member of the public is unable to participate in the virtual public meeting but wishes to provide Public Comment, they may do so by emailing their public comments to the Borough Secretary no less than twenty-four (24) hours in advance of the meeting.
3. A link to access a recording of the virtual public meeting will be placed on the Borough website within twenty-four (24) hours of the conclusion of the virtual public meeting. By joining the virtual meeting, all participants authorize the use of their recorded audio and video participation by the Borough.
4. A roll call of committee, Council and staff attendees will be conducted at the beginning of any virtual meeting. All public participants will also be asked to identify themselves based off the participant ID or telephone number that appears adjacent to their participant screen.
5. In an effort to avoid background noise and disruptions to the virtual public meeting, all virtual public meeting participants shall mute their electronic device's audio during the meeting, other than when they are speaking. Other than during the virtual Public Comment period of the meeting, all residents or members of the general public who are not members of the Council, Committee, or Board holding the virtual public meeting or Borough Staff (referred to hereinafter as "Public Participants") should mute their electronic device at all times.
6. The "Chat" and "Raise Hand" features of Zoom will be available for use by Public Participants during virtual public meetings. The "Chat" features must be used by virtual meeting Public Participants to indicate their desire to speak during the virtual Public Comment period, and they must include their full name and address. Other than during the virtual Public Comment period, utilization of the "Chat" or "Raise Hand" feature by Public Participants will not be recognized.
7. The Borough Secretary will be the administrator of the virtual public meeting and will be responsible for muting and/or removing any Public Participant from the virtual public meeting for any behavior that is so disruptive to the virtual public meeting that it interferes with the ability to hold the meeting.
8. If there is a need for an executive session during a regularly scheduled virtual public meeting, the meeting chairperson will recess the virtual public meeting, but not before announcing a specific time when the virtual public meeting will resume.