



Borough of Chester Heights Public Comment Policy

I. Background and Authority

The Pennsylvania Sunshine Act (65 Pa. C.S. §701 et seq.) requires that Borough Council provide a reasonable opportunity at each advertised regular and special meetings for residents of the Borough or Borough taxpayers to comment on matters of concern, official action, or deliberation which are or may be before Council prior to the taking of official action.

To ensure compliance with the Act, promote orderly meetings, and provide clear guidance to members of the public, the Borough of Chester Heights hereby adopts the following Public Comment Policy.

II. Public Comment Periods

1. Required Public Comment Periods Every advertised regular and special meeting of Borough Council shall include at least two designated Public Comment periods:

- o One near the beginning of the meeting, and
- o One near the conclusion of the meeting.

2. Sign-In Requirement Any individual wishing to provide public comment must sign in at the beginning of the meeting using the sign-in sheet provided. The sign-in sheet shall include the speaker's name, address, and agenda item (if applicable).

3. Eligibility to Speak

- o Public comment during required Public Comment periods shall be limited to **Borough residents and Borough taxpayers.**
- o At the discretion of Council, additional comments from non-residents may be permitted at the conclusion of the meeting.

III. Comment on Agenda Items

1. Members of the public wishing to comment on an agenda item shall indicate the agenda item when signing in.

2. End-of-Meeting Comment

o Comments on Non-Agenda and Agenda items may be presented in the final Public Comment period.



IV. Time Limits and Conduct

1. Time Allotment

- o Each speaker shall be limited to **three (3) minutes per Public Comment period.**
- o Speakers may not transfer or delegate unused time to another individual.

2. Organized Group Comment

- o If an organized group of residents or taxpayers wish to comment on the same issue, the group shall designate one individual to speak on its behalf.

3. Purpose of Public Comment

- o The Public Comment period is intended to receive input or questions from the public.
- o Please direct your comment or question to the Council. The Council may designate a Borough staff member or public official to respond.

4. Standards of Conduct

- o Please present comments or questions with courtesy and decorum.
- o All comments must relate to Borough business or matters of public concern to Borough taxpayers or Borough residents.

V. Authority of the Presiding Officer

The presiding officer shall have full authority to:

- Enforce time limits,
- Maintain order and decorum, and
- Remove individuals who disrupt the meeting after warning.

VI. Adoption and Effective Date

This Public Comment Policy shall take effect immediately upon adoption by Borough Council and shall remain in effect unless amended or repealed by Council action.

Borough of Chester Heights

Public Comment Guidelines

1. **Please sign in** if you wish to make a public comment.

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2. **Agenda items:** Comments are taken **at the beginning of the meeting.**
3. **Non-agenda items and Agenda items:** Comments are taken **at the end of the meeting.**
4. **Time limit:** Each speaker has **3 minutes per public comment period.**
5. **Conduct:** No profanity or disruptive behavior. Please act with courtesy and decorum.