

Selinsgrove Borough Council Public Participation Policy

1. **Cell Phones/Pagers.** Cell phones and pagers shall be turned off or vibrate during all public meetings. Leave the room with your device if communication is needed.
2. **Sign-In sheet.** All persons attending the meeting or desiring to address Council shall complete the sign-in sheet available at the entrance to Council Chambers before the meeting begins.
3. **Public Comment.**
 - a. A public comment period will be held during each regularly scheduled Council meeting. The agenda is normally published on the borough's website 48 hours prior to the public meeting. If an item is added to the agenda thereafter, the presiding officer shall allow members of the public to speak on that item prior to any official action.
 - b. At the discretion of council, two comment periods may be allowed. If so, the second will occur prior to adjournment to allow residents and taxpayers to comment on other items of concern.
 - c. Only residents and taxpayers of Selinsgrove Borough have the right to address council. All others desiring to address Council will be heard at the discretion of Council.
 - d. Questions and comments will be heard only after an individual has been recognized by the president.
 - e. All members of the public shall be asked to speak from the podium and shall be recorded for the purpose of drafting the Borough's minutes. Each person addressing Council shall state his/her name and address for the record. Accommodations will be provided for ADA compliance.
 - f. Each speaker during the public comment period is limited to a period not to exceed five minutes.
 - g. Comments should be related to borough business at hand.
 - h. Groups of citizens in attendance to address business of a similar nature for the Council are encouraged to select a spokesperson beforehand to present the collective viewpoints.
 - i. All individuals present at the Council meeting shall observe the commonly accepted rules of courtesy, decorum, and dignity.
 - j. Any person or persons that cannot follow these rules may be asked to relinquish the microphone and may forfeit any balance of time remaining for comments. If this fails, the person may be requested to vacate the meeting, may be ordered to leave the meeting if deemed appropriate by a police officer and may be charged under the crimes code of the Commonwealth of Pennsylvania.
 - k. This Public Participation Policy shall be posted at the entrance to the Borough Council Chambers.
4. **Recording devices.** Those intending to use recording devices and/or video devices must inform the president prior to its use. Those using a device must keep the recording/video device stationary and shall not use the equipment in such a manner as to draw attention to them or disrupt the proceedings in any way. Those using devices must station all video and/or recording equipment as to not impede ingress, egress, aisles, or intrude upon line of sight of others and may not use supplementary lighting devices. All devices shall be capable of operating on its own battery power.
5. **Preview of Resolutions and Policies to be considered.**
 - a. Whenever a proposed policy or resolution is to be considered as an item on the agenda of a Borough Council meeting, and such policy or resolution is not covered by the confidentiality of attorney-client privilege, litigation, personnel matter, or other open meeting exclusion, the proposed item shall be published whenever possible in advance of the Borough Council meeting.
 - b. The published item shall have the word "DRAFT" as a watermark.
 - c. When time permits and it is feasible to do so, such watermarked proposed items shall be published on the Selinsgrove Borough website.
 - d. When time does not permit website publication or it is not feasible to publish the item there, copies of the proposed items shall be made available to the public as soon as practicable on the day of the Borough Council meeting and at the Borough Council meeting itself.