



Policy Name: Public Comment during Virtual Public Meetings

Purpose: The purpose of this policy shall be to govern how and when public comment is accepted during public meetings of the Swissvale Borough Council, Boards and Commissions, while meetings are being held virtually. Public comment shall be defined as a time when any member of the public shall be permitted to address Council or various Boards and Commissions with their opinions or concerns about issues whether they are currently being deliberated or not.

Guidelines:

- Public comment shall be accepted at all public meetings of the Borough of Swissvale.
- All residents and taxpayers in the Borough of Swissvale shall be permitted to provide public comment.
- Anyone wishing to provide public comment must register with the Borough Administration office prior to 12:00 p.m. on the day of the meeting.
- Anyone wishing to provide public comment must provide the following information:
  - Name
  - Address
  - Subject of Public Comment
  - e-mail address

- Anyone registered to provide public comment shall be e-mailed a link to the virtual meeting which will be held via Zoom.
- Anyone registered to provide public comment shall be logged into the meeting at the stated meeting time. No additional public comment will be received after the public comment period ends.
- The Council President shall invite those registered to read their public comment. If a registered commenter is not logged in when they are called upon, the President shall defer to the next registrant. If that person logs on prior to the completion of the public comment period they will be permitted to provide their comment. Once the public comment period is closed there shall be no additional public comment permitted.
- Responses to public comments will be provided only during the agenda items they pertain to and departmental reports. If public comment cannot be addressed during the meeting, the Borough will respond to the commenter through the email address provided within one week.
- All public comments shall be limited to three (3) minutes.
- Commenters shall not be permitted to yield a portion of their time to other commenters.
- When a person is finished with their public comment they shall remove themselves from the meeting and will not be re-admitted.
- Exceptions to this policy may be made on a case by case basis where a person desiring to provide public comments does not have access to the appropriate technology to do so.
- Foul or abusive language shall not be tolerated.
- At the discretion of the president, persons offering public comment may be invited to present their commentary to a council committee that is charged with the responsibility for the issue being addressed.

- Businesses or governmental entities wishing to present a proposal to Council must be approved by a majority of Council prior to the presentation being scheduled. No Borough official, Council President or member of Council can schedule such a presentation without prior approval.