

OPEN PUBLIC COMMENT POLICY.

- Residents, taxpayers and business owners wishing to address Council will be asked to sign up prior to the meeting, indicating their name, address, and topic they will be addressing.
- Public comment shall be for residents, taxpayers and business owners of Etna Borough, Allegheny County, Pennsylvania. All persons addressing the Board must identify themselves and give their current residence or business address.
- So as to permit maximum public comment and input, no individual speaker shall be permitted to speak for more than three (3) minutes regardless of the topic. No time may be transferred or assigned by others to any speaker so as to extend that speaker's three (3) minute time limit.
- It shall not be the normal practice of the Borough council to give responses or answers to issues or questions raised during the open public comment period, either by the Council members or by employees of the Borough. Any questions or issues raised will be referred to the appropriate individual for review and response. This provision shall not preclude the Council members from responding to questions requiring brief answers or information.
- In the event that persons shall wish to address the Borough Council requiring additional time beyond the thirty (30) minute open public comment period, the Council President (or the Council member chairing the meeting in the absence of the Council President) may extend the public comment period not to exceed sixty (60) minutes or may schedule a special or subsequent meeting for the purpose of obtaining additional public comment.
- Public comment may be stopped at the discretion of the Council President (or the Council member chairing the meeting in the absence of the Council President) if defamatory comments are made, and additional comment by the speaker may be disallowed.

II. VISITOR PARTICIPATION – AGENDA.

- Any person or group wishing to appear before the Borough Council as a part of the regular agenda to present or discuss a major topic or issue shall deliver to the office of the Borough a written request to be placed on the agenda at least two (2) weeks (fourteen [14] days) prior to the scheduled meeting. Each such request for inclusion as a part of the agenda shall include the following:
 1. Name and address of person making the request.
 2. Organization or group, if any, represented.
 3. Content of information to be presented. If written material is to be passed out, a copy must accompany the request.

4. Specific subject to be discussed or specific questions to be asked.
 - If any information is to be presented that is in the form of statements or charges that might be considered derogatory, or of another serious nature, such must be presented in writing, specifically stating the charges and made in affidavit form.
 - The Borough Council President shall respond in writing to any person or group making such an agenda item request, informing them as to the date of the meeting at which time the presentation may be made and the place assigned on the agenda. In the event that the agenda for the next ensuing meeting is unduly long, the Council President may, in the President's discretion, place the request for presentation at a subsequent meeting. In the event a question should arise in regard to granting such an agenda item request, the matter shall be referred to the entire Borough Council for decision. In no event shall any request be postponed for more than one (1) regular meeting.
 - The Council President or their designee shall furnish a copy of such agenda request, verbatim, to each Council member with the agenda so that there will be ample time to study the matter.
 - In the event that the subject matter of the agenda request shall appropriately involve an investigation or additional information, the Council President or their designee shall undertake to make such arrangements to obtain additional information and shall provide a written report of such information or recommendation sufficiently in advance of the meeting so the Council members shall have an ample opportunity to review the material.