

# **Borough of Edinboro**

## **Rules for Public Participation**

- A. Borough of Edinboro residents, Borough taxpayers and ratepayers, Borough of Edinboro property owners, Borough of Edinboro business owners, Edinboro University students, and individuals representing groups or associations within the Borough of Edinboro are welcome to address Borough Council on the subject matter of any ordinance or resolution included on the Agenda or any other subject of interest during the Public Participation period of the Council meeting. Individuals in attendance shall refrain from speaking during the meeting outside of the Public Participation period.
- B. Borough of Edinboro residents, Borough taxpayers and ratepayers, Borough of Edinboro property owners, Borough of Edinboro business owners, Edinboro University students, and individuals representing groups or associations within the Borough of Edinboro who provide the Borough Clerk with notice of his/her intention to address Borough Council at least two (2) business days prior to the day of the meeting shall be given a five (5) minute time limit to speak. Citizens who do not provide the Borough Clerk with notice of his/her intention to address Borough Council as aforementioned shall be given a three (3) minute time limit to speak. All speakers must identify themselves and provide the address of their Borough residence, or provide their mailing address and municipality in which they reside.
- C. When a group of persons wishes to address the Borough Council on the same subject matter, it shall be proper for the presiding officer to request that a spokesperson be chosen by the group to address the Borough Council and to limit the number of persons addressing the Borough Council on the same matter.
- D. The Mayor, other Council members, the Solicitor, and the Manager will be professional, attentive and polite to those addressing the Edinboro Borough Council.
- E. The Public Participation period is not a question and answer period. Speakers are not to be interrupted, nor is Council expected to reply to any questions that they may pose. Once the speaker has completed their address, the Mayor may inquire whether or not the Manager, or any other Member of Council, would like ask clarifying questions, or respond to the public comment.
- F. Any person making offensive, insulting, threatening, insolent, slanderous, or obscene remarks, or who becomes boisterous, or who makes threats against any person or against public order and security while in the Borough Council Chambers shall be forthwith barred by the presiding officer from further audience at the meeting unless permission to continue be granted by the majority vote of the Borough Council members present.
- G. In the interest of facilitating public awareness of important issues, Borough Council may, with the concurrence of a majority of Council members, invite representatives of various groups or organizations to participate in a public discussion designed to analyze relevant issues which have communitywide implications.
- H. Speakers at the Public Participation section of the Borough Council meeting shall be afforded the courtesy of a written response pertaining to their area of concern, if a response has not already been provided by the Manager or Council during that same meeting. The preferred method of response will be via email, if possible, and will be forwarded by the next scheduled Borough Council meeting. Certain areas requiring more extensive research may delay the response time.
- I. In the case of online meetings held via Zoom or other videoconferencing service, the above rules shall apply as practical. Additionally, all members of the public present shall identify themselves at the beginning of the meeting for noting attendance in the minutes, and those not given the floor to speak shall be “muted” during the meeting.
- J. The presiding officer shall make meeting decorum a priority and shall respectfully enforce these rules as needed.