



## Public Meeting Rules Board of Commissioners

The Centre County Board of Commissioners does hereby adopt the following rules for its public meetings:

### **Meeting Details**

1. The Centre County Board of Commissioners shall meet in public session at 10:00 A.M. prevailing time on Tuesday and bi-weekly or as needed on Thursday in Room 146 of the Willowbank Office Building, 420 Holmes Street, Bellefonte.
2. All meetings shall be conducted using Roberts Rules of Order. The meetings shall be called to order by the Chair (or Vice Chair in the Chair's absence). It is the responsibility of the Chair to facilitate the meeting through maintaining order and calling for motions, discussion, and votes.
3. All meetings of the Board of Commissioners will be recorded for the purpose of providing accuracy in the preparation of minutes. Such recordings shall be preserved in the Commissioners' Office. Minutes must include names of all those who had matters before the Board of Commissioners, the substance of all official action and a record of the votes.
4. Board members who need to be absent from the meeting due to illness, quarantine or other reasons, can participate in the meetings by phone provided that notice is given to other board members and staff, preferably twenty-four (24) hour notice, so sufficient electronic and related equipment needs can be provided for in the meeting room, for such participation. All participants by phone must identify themselves and their location and must be able to be heard in the meeting room and also hear all comments in the meeting room in order for the board member to be considered "in attendance" for quorum purposes.

### **Agenda Creation and Distribution**

5. The **TUESDAY** meeting agenda is prepared by the Commissioners' Office
  - Contracts to be placed on the Tuesday agenda must be received in the Commissioners' Office two Fridays prior to the meeting. Contracts will first appear on the Agenda under the Contract section, prior to final approval.

**Example:** Contracts received Friday, January 3, 2020; discussed Tuesday January 14; approved on Tuesday January 21.

- All Agenda materials must be delivered directly to the executive staff responsible for the preparation of the agenda.
  - All agenda items MUST be accompanied by the appropriate cover sheet, which must be completed in full detail at the time it is submitted.
  - Any Commissioner can place an item on an Agenda.
  - The Administrator shall direct preparation of a draft agenda.
  - The Chair will give final approval of the agenda by noon Friday. The agenda will be distributed to the Board of Commissioners and staff of the Commissioners' Office by close of business on Friday.
  - The approved agenda will be posted on the County's website no later than 24 hours prior to the meeting start.
6. The **THURSDAY** meeting agenda is prepared by the Commissioners' Office
- A draft agenda is prepared Tuesday preceding the meeting for distribution to the Administrator and the Chair.
  - The Chair will approve the agenda by close of business on Tuesday.
  - The Commissioners' Office will distribute the agenda to the appropriate Board members and post on the County's website no later than 24 hours prior to the meeting start time.
  - Items placed on the Thursday agenda are customarily restricted to personnel transactions.
  - All provisions of Act 65 of 2021 amending the Sunshine Act are in effect.

**Public Participation at Board of Commissioner Meetings<sup>1</sup>**

7. In accordance with the Sunshine Act, attendees will be given the "opportunity to comment on matters of concern, official action, or deliberation" before the Board of Commissioners.
- For items not on the agenda, the Board of Commissioners will accept public comment at the beginning of each meeting.
  - For items that are on the agenda, the Board will accept public comment prior to each official action.
8. Attendees will be provided the opportunity to address the Board at the beginning of each meeting or prior to each official action without prior notification to the Commissioners'

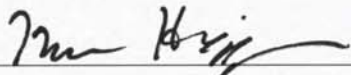
Office. Attendees should raise their hand and wait to be recognized by the Chair (or Vice Chair in the Chair's absence).

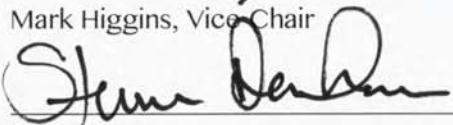
9. Anyone addressing the Board will be given a five-minute time period in which to do so. Individuals will be asked to state their name and municipality for the record.
10. When a group wishes to address the Board, the Chair may request that a spokesperson be chosen by the group or may limit the number of persons to address the Board on the same matter so as to avoid repetition.
11. 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 during a Board of Commissioners' meeting shall be forthwith barred by the Chair (or Vice Chair in the Chair's absence) from further attendance at the meeting unless permission to continue be granted by the majority vote of the Board members present.

**ADOPTED** this 28<sup>th</sup> day of September 2021.

CENTRE COUNTY BOARD OF COMMISSIONERS

  
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Michael Pipe, Chair

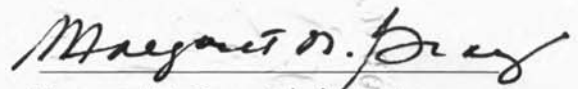
  
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Mark Higgins, Vice Chair

  
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Steven G. Dershem

Date:

9.28.2021

ATTEST:

  
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Margaret N. Gray, Administrator

<sup>i</sup> "Open Meetings: The Sunshine Act." *PA Department of Community & Economic Development, Governor's Center for Local Government Services, June 2015, [dced.pa.gov/download/open-meetings-the-sunshine-act/](http://dced.pa.gov/download/open-meetings-the-sunshine-act/).*