

ROBESON TOWNSHIP BOARD OF SUPERVISORS
8 BOONETOWN ROAD
BIRDSBORO, PA 19508
PHONE (610)582-4636 FAX (610)582-0032

The following procedure will be followed for all public meetings of Robeson Township, including the Board of Supervisors, Committees and Commissions, held virtually using Zoom or an alternate online platform.

1. During the effectiveness of a Statewide or Township declared emergency, the Township will hold meetings which would otherwise be required under the Sunshine Law to be held in public as virtual public meetings.
2. The time and date of virtual public meetings, along with a reference to the Township website where additional information may be found or obtained, will be advertised in the Reading Eagle and on the Township's website.
3. A member of the public desiring to participate in the meeting electronically shall email the Township at manager@robeson township.com no later than noon on the date of the scheduled meeting to request and obtain the login or call-in information to participate in the meeting. .
4. If a member of the public is unable to participate in the virtual public meeting but wishes to provide Public Comment, they may do so by emailing their public comments to the Township at manager@robeson township.com no later than noon on the day of the scheduled meeting. A timely received comment will be read by the person so designated by the governing body during the Public Comment period. All remarks must be directed to the Board as a body and not to any individual Board member or public or elected official in attendance. Any comment that is personally offensive or impertinent will not be read into the record.
5. A draft of the agenda shall be posted on the Township's website at least twenty-four (24) hours prior to the start of the virtual public meeting. Agendas are a fluid document, and could change by the time the meeting actually occurs.
6. The video and audio of the virtual public meeting may be recorded. By joining the virtual meeting, all participants authorize the use of their recorded audio and video participation by the Township.
7. In an effort to avoid background noise and disruptions to the virtual public meeting, all virtual public meeting participants shall mute their electronic device's audio during the meeting, other than when they are speaking. Other than during the virtual Public Comment period of the meeting, all residents or members of the general public who are not members of the Board of Supervisors, Committee or Commission holding the virtual public meeting or Township Staff (referred to hereinafter as "Public Participants") should mute their electronic device at all times.
8. The "Raise Hand" feature of Zoom will be available for use by Public Participants during virtual public meetings. Unless waived by the governing body at the commencement of the virtual public meeting, the "Raise Hand" feature must be used by virtual meeting Public Participants to indicate their desire to speak during the virtual meeting, and they must include their full name and address. Should it become difficult to maintain decorum, the governing body may reinstate the requirement for use of the "Raise Hand" feature during a meeting

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9. The Chairman of the Board of Supervisors, Township Manager, presiding officer or their designee will be the administrator of the virtual public meeting and will be responsible for muting and/or removing any Public Participant from the virtual public meeting for any behavior that is so disruptive to the virtual public meeting that it interferes with the ability to conduct the business of the meeting.
10. All comments or remarks must be directed to the Board as a body and not to any individual Board member or public or elected official in attendance.
11. If there is a need for an executive session during a regularly scheduled virtual public meeting, the meeting chairperson will recess the virtual public meeting, but not before announcing if the virtual public meeting will resume.