

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

**Section 1. Public Comment Period.**

- A. Every regular virtual public meeting and special virtual public meeting of Robeson Township Board of Supervisors and all Committees and Commissions shall have, as an agenda item, a period of time (Public Comment Period) set aside for receiving comments from members of the public as identified in the Sunshine Act.
- B. Each virtual Public Comment Period shall not exceed twenty (20) minutes in total length unless by motion passed by a majority of the Board of Supervisors virtually present and voting, the total length of the virtual Public Comment Period is extended to a longer total period which shall be stated in such motion.

**Section 2. Resident and Taxpayer Comment.**

- A. Prior to making any public comment, residents and taxpayers who are not members of the public body conducting the virtual public meeting or Township Staff, referred to hereinafter as “Public Participants”, shall identify themselves to other participants in the virtual public meeting by stating their full name and address.
- B. No Public Participant shall make comment for more than three (3) minutes during a virtual public meeting. No member of the public shall be allowed to delegate his/her time to any other member of the public during a virtual public meeting.
- C. Any Public Participant’s time not used for comment shall be deemed waived.
- D. All such public comment shall be limited to matters of public concern, official action or deliberations that are, or may come, before the Board of Supervisors, Committee or Commission at whose virtual public meeting the public comment is offered.
- E. Presenting comment in the form of questions shall be avoided since the purpose of the virtual Public Comment Period is to receive comment, not to engage in question and answer sessions, or to engage in public debate or argument with members of the Board of Supervisors, Committee, Commission, Township Staff or other members of the public participating in the virtual public meeting. No such questions shall be answered without permission of the presiding officer.

**Section 3. Use of Technology Equipment.**

- A. Recording devices or use of recording functions are permitted so long as use of a recording device or recording function is identified by the operator of the recording device or recording function at the start of the meeting by use of the Chat function on the Zoom program or alternate platform being used by the Township to conduct the virtual public meeting and use of the recording device or recording function does not interfere in the conduct of the virtual public meeting.
- B. Pictures, exhibits or other audio-visual aids that a Public Participant engaging in virtual public comment wishes to present to the Board of Supervisors, a Committee or a Commission, must be provided to the Township Secretary no less than twenty-four (24) hours in advance of the scheduled virtual public meeting date and time.

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

**Section 4. Inappropriate Behavior and Language.**

No Public Participant shall be permitted to participate in the virtual Public Comment Period if inappropriate behavior or offensive language is used or exhibited. Should this occur, the presiding officer shall have the right to discontinue the virtual Public Comment Period, stop the speaker's comment or remove the offending speaker from the virtual public meeting. If a Public Participant in the virtual public meeting is asked to mute their electronic device and does not comply, the presiding officer shall have the right to remove the Public Participant from the virtual public meeting.

**Section 5. Charge and Control of Virtual Public Comment Period.**

The presiding officer of the virtual public meeting shall have full charge and control of the virtual Public Comment Period and enforcement of the provisions of this Policy.