

**BOROUGH OF BIG BEAVER
BEAVER COUNTY, PENNSYLVANIA
ORDINANCE 247**

An Ordinance Establishing Rules for Public Comment at Borough Council Meetings

WHEREAS

The Borough Council of the Borough of Big Beaver (“Council”) is a public body subject to the Pennsylvania Sunshine Act, 65 Pa.C.S. §§ 701–716; and

WHEREAS

Section 710.1 of the Sunshine Act requires that a reasonable opportunity be provided at public meetings for residents and taxpayers to comment on matters of concern, official action, or deliberation; and

WHEREAS

Council desires to establish uniform, orderly, and content-neutral procedures governing public comment at Borough Council meetings to promote efficient conduct of public business while preserving statutory public participation rights;

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Borough Council of the Borough of Big Beaver as follows:

Section 1. Purpose

The purpose of this Ordinance is to establish reasonable rules governing public comment at Borough Council meetings in compliance with the Pennsylvania Sunshine Act, while ensuring that Borough meetings are conducted in an orderly, efficient, and respectful manner.

Section 2. Eligibility to Speak

A. Who May Comment

Public comment at Borough Council meetings shall be limited to:

1. Residents of the Borough of Big Beaver and
2. Taxpayers of the Borough of Big Beaver.

B. Verification

Council may require speakers to state their name and confirm residency or taxpayer status prior to speaking. No additional documentation shall be required unless reasonably necessary to resolve a dispute regarding eligibility.

C. Non-Eligible Attendees

Members of the public who are not Borough residents or taxpayers may attend meetings of Borough Council; however, they may only be permitted to speak during public comment if all residents and taxpayers have had the opportunity to speak, time allows, and the presiding officer approves.

Section 3. Public Comment Periods

A. Required Opportunity

Council shall provide a reasonable opportunity for public comment at each advertised public meeting, in accordance with Section 710.1 of the Sunshine Act.

B. Timing

Public comment may occur:

1. Prior to official action on agenda items;
2. At the conclusion of the meeting; or
3. At such other times as Council may determine, provided the opportunity is reasonable.

Section 4. Time Limits

A. Individual Time Limit

Each eligible speaker shall be limited to **three (3) minutes** per public comment period unless extended by the presiding officer.

B. Overall Time Limit

The public comment period may be limited to 15 minutes when necessary to conduct Borough business, provided the limit is applied uniformly.

Section 5. Subject Matter

A. Scope

Comments shall be limited to matters of Borough concern, including:

1. Official action or proposed official action of Council;
2. Borough policies, ordinances, or operations; or
3. Matters otherwise within the jurisdiction of Borough Council.

B. Non-Agenda Items

Council may permit comment on non-agenda items but shall not be required to engage in discussion or take immediate action.

Section 6. Conduct and Decorum

A. Standards of Conduct

Speakers shall conduct themselves in a civil and orderly manner. The following are prohibited:

1. Personal attacks, threats, or abusive language;
2. Disruptive behavior that interferes with the orderly conduct of the meeting;
3. Speech that is obscene or incites violence.

B. Enforcement

The presiding officer may:

1. Call a speaker to order;
2. Terminate a speaker's comments for violation of this Ordinance;
3. Direct removal of any person who continues to disrupt the meeting.

Section 7. Content Neutrality

Council shall not restrict public comment based on viewpoint or content, except as necessary to enforce time limits, eligibility requirements, relevance to Borough matters, and standards of decorum as set forth herein.

Section 8. No Obligation to Respond

Nothing in this Ordinance shall be construed to require Council members or Borough officials to respond to or debate public comments during the meeting.

Section 9. Severability

If any provision of this Ordinance is declared invalid or unenforceable, such invalidity shall not affect the remaining provisions, which shall remain in full force and effect.

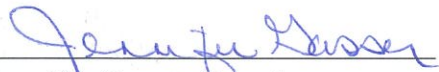
Section 10. Effective Date

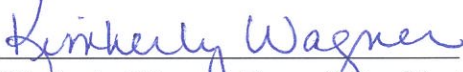
This Ordinance shall take effect immediately upon enactment.

ENACTED AND ORDAINED by the Members of Council of Big Beaver Borough, Beaver County, Pennsylvania, in public meeting this 21st day of April, 2026.

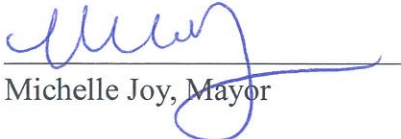
ATTEST:

BIG BEAVER BOROUGH COUNCIL


Jennifer Gasser, Secretary


Kimberly Wagner, Council President

Read and approved by me, Michelle Joy, Mayor of the Borough of Big Beaver, this 21st day of April, 2026


Michelle Joy, Mayor