



## HOUSE COMMITTEE ON APPROPRIATIONS

# FISCAL NOTE

SENATE BILL NO. 554

PRINTERS NO. 875

PRIME SPONSOR: Stefano

### COST / (SAVINGS)

FUND	FY 2020/21	FY 2021/22
Commonwealth Funds	\$0	\$0
Political Subdivision Funds	\$0	\$0

**SUMMARY:** Amends the Sunshine Act to require a public agency to post public meeting agendas at the meeting location, at the agency's office location, and on the agency's website, if they have one, no later than 24 hours prior to a meeting, and to prohibit an agency from taking official action on items not in the meeting agenda. This legislation would take effect in 60 days.

**ANALYSIS:** This legislation amends the Sunshine Act provisions of Title 65 to establish requirements for the distribution and posting of information relating to the agenda of a public meeting.

**Notification of Agency Business:** Under the legislation, any agency subject to the Sunshine Act will be required to:

- Post the agenda on its internet website (if the agency has a website) no later than 24 hours in advance of the time of the meeting;
- Post the agenda at the location of the meeting;
- Post the agenda at the principal office location of the agency.
- Make copies of the agenda available to those in attendance.

The agenda must include a listing of each matter of agency business that will be or may be the subject of deliberation or official action.

The legislation also prohibits an agency from taking official action on a matter of agency business at a public meeting, if the matter is not included in the meeting agenda that was posted and distributed for the meeting in question.

This section does not apply to a conference or working session under section 707 (relating to exceptions to open meetings) or an executive session under section 708 (relating to executive session).

**Exceptions:** An agency may not take official action on business that is not on the agenda unless:

- The business relates to an emergency involving a clear and present danger to life or property;
- The business arises 24 hours before the meeting and the matter is de minimis in nature and does not involve an expenditure of funds or entering into a contract; or
- The business arises during the conduct of the meeting, by a resident or taxpayer.

**Notification of Amended Agency Agenda:** Any amended agenda must be posted at the principal office location or the agency's website, if it has one, no later than the first business day following the meeting in which the agenda was amended.

If action is taken on a matter of agency business added to the agenda, the minutes of the meeting must reflect the substance of the matter added, the vote on the addition, and the announced reasons for the addition.

**Meetings of General Assembly in Capitol Complex:** The legislation requires the notice of the date, time, and place of each session, meeting, or hearing to be provided via electronic means to an email address designated by the Pennsylvania Legislative Correspondence Association.

Additionally, the legislation requires the posting of the notice on the internet website of the General Assembly.

**FISCAL IMPACT:** This legislation would have no adverse fiscal impact on Commonwealth or political subdivision funds.

**PREPARED BY:** Tim Rodrigo  
House Appropriations Committee (R)

**DATE:** June 24, 2021

*Estimates are calculated using the best information available. Actual costs and revenue impact incurred may vary from estimates.*