

LEGISLATIVE REFERENCE BUREAU

2015D03876DMS : CDM

L.R.B. Form No. 4 (Rev. 3/25/10)

No. \_\_\_\_\_

LEGISLATIVE REFERENCE BUREAU

AN ACT

Amending Title 65 (Public Officers) of the Pennsylvania Consolidated Statutes, in open meetings, further providing for definitions, for open meetings and for minutes of meetings, public records and recording of meetings, providing for agendas and further providing for public participation.

INTRODUCED \_\_\_\_\_ 20\_\_\_\_\_

By \_\_\_\_\_ District  
NO. \_\_\_\_\_

By \_\_\_\_\_ District  
NO. \_\_\_\_\_

By \_\_\_\_\_ District  
NO. \_\_\_\_\_

By \_\_\_\_\_ District  
NO. \_\_\_\_\_

See next page for additional co-sponsors.

Referred to Committee on

Date \_\_\_\_\_ 20\_\_\_\_\_

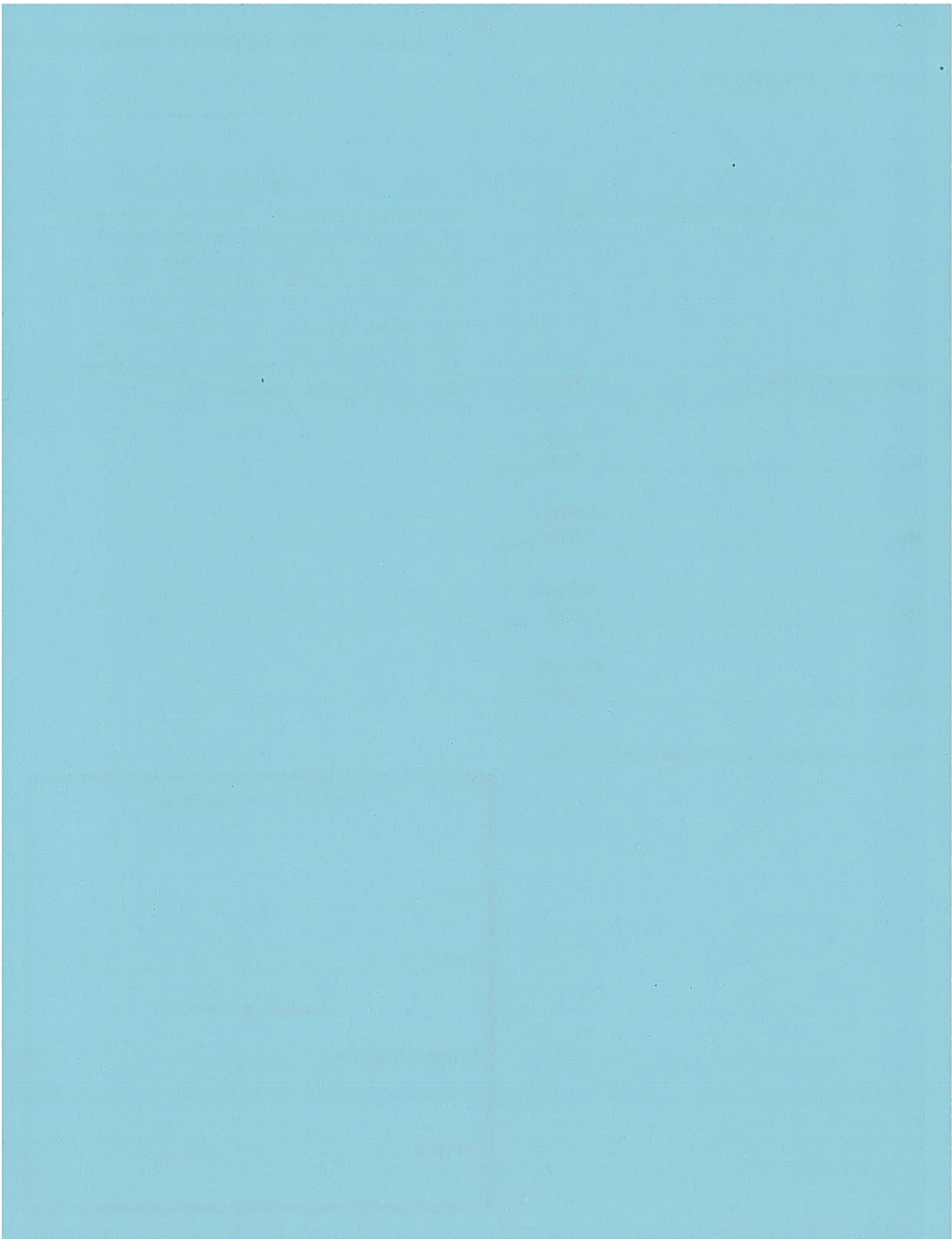
Reported \_\_\_\_\_ 20\_\_\_\_\_

As Committed-Amended

Recommendation

\_\_\_\_\_

By Hon. \_\_\_\_\_



## AN ACT

1 Amending Title 65 (Public Officers) of the Pennsylvania  
2 Consolidated Statutes, in open meetings, further providing  
3 for definitions, for open meetings and for minutes of  
4 meetings, public records and recording of meetings, providing  
5 for agendas and further providing for public participation.

6 The General Assembly of the Commonwealth of Pennsylvania  
7 hereby enacts as follows:

8 Section 1. Section 703 of Title 65 of the Pennsylvania  
9 Consolidated Statutes is amended by adding a definition to read:

10 § 703. Definitions.

11 The following words and phrases when used in this chapter  
12 shall have the meanings given to them in this section unless the  
13 context clearly indicates otherwise:

14 \* \* \*

15 "Agenda." A schedule or list of items to be attended to  
16 during the course of a meeting.

17 \* \* \*

18 Section 2. Sections 704 and 706 of Title 65 are amended to  
19 read:

1 § 704. Open meetings.

2 [Official] All meetings of an agency where official action  
3 and deliberations by a quorum of the members of an agency [shall  
4 take place at a meeting] occur shall be open to the public  
5 unless closed under section 707 (relating to exceptions to open  
6 meetings), 708 (relating to executive sessions) or 712 (relating  
7 to General Assembly meetings covered).

8 § 706. Minutes of meetings, public records and recording of  
9 meetings.

10 (a) General rule.--Written minutes shall be kept of all open  
11 meetings of agencies. The minutes shall include:

12 (1) The date, time and place of the meeting.

13 (2) The names of members present.

14 (3) The substance of all official actions and a record  
15 by individual member of the roll call votes taken.

16 (4) The names of all citizens who appeared officially  
17 and the subject of their testimony.

18 (5) The printed agenda provided before the beginning of  
19 the public meeting.

20 (b) Time for producing minutes of meetings.--Minutes of  
21 meetings shall be available to the public upon adoption no later  
22 than the next open meeting of the agency.

23 Section 3. Title 65 is amended by adding a section to read:

24 § 709.1. Agendas.

25 (a) Open meetings.--A printed agenda shall be circulated at  
26 the beginning of all meetings of an agency subject to the  
27 requirements of section 704 (relating to open meetings).

28 (b) Executive sessions.--

29 (1) Prior to the commencement of an agency executive  
30 session, a printed agenda shall be posted and circulated

1 listing the general topics to be discussed and the specific  
2 purpose provided under section 708(a) (relating to executive  
3 sessions) for each topic being discussed.

4 (2) Notwithstanding the provisions of this section, an  
5 agency may add an executive session topic, so long as the  
6 topic and explanation of its exemption under section 708(a)  
7 are included in minutes available to the public.

8 (c) Construction.--Nothing in this section shall be  
9 construed to prohibit the dissemination of additional  
10 information by the agency.

11 Section 4. Section 710.1(a) of Title 65 is amended to read:

12 § 710.1. Public participation.

13 (a) General rule.--Except as provided in subsection (d), the  
14 board or council of a political subdivision or of an authority  
15 created by a political subdivision shall provide a reasonable  
16 opportunity at each advertised regular meeting and advertised  
17 special meeting for residents of the political subdivision or of  
18 the authority created by a political subdivision or for  
19 taxpayers of the political subdivision or of the authority  
20 created by a political subdivision or for both to comment on  
21 matters of concern, agenda items, official action or  
22 deliberation which are or may be before the board or council  
23 prior to taking official action. The board or council has the  
24 option to accept all public comment at the beginning of the  
25 meeting. If the board or council determines that there is not  
26 sufficient time at a meeting for residents of the political  
27 subdivision or of the authority created by a political  
28 subdivision or for taxpayers of the political subdivision or of  
29 the authority created by a political subdivision or for both to  
30 comment, the board or council may defer the comment period to

1 the next regular meeting or to a special meeting occurring in  
2 advance of the next regular meeting.

3 \* \* \*

4 Section 5. This act shall take effect in 60 days.