
THE GENERAL ASSEMBLY OF PENNSYLVANIA

SENATE BILL

No. 554 Session of
2021

INTRODUCED BY STEFANO, BROWNE, AUMENT, MARTIN, A. WILLIAMS AND
SCHWANK, APRIL 13, 2021

REFERRED TO STATE GOVERNMENT, APRIL 13, 2021

AN ACT

1 Amending Title 65 (Public Officers) of the Pennsylvania
2 Consolidated Statutes, in open meetings, further providing
3 for public notice and providing for notification of agency
4 business required and exceptions.

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

7 Section 1. Section 709 of Title 65 of the Pennsylvania
8 Consolidated Statutes is amended by adding a subsection to read:
9 § 709. Public notice.

10 * * *

11 (c.1) Notification of agency business to be considered.--In
12 addition to any public notice required under this section, an
13 agency shall provide the following notification of agency
14 business to be considered at a meeting as follows:

15 (1) If the agency has a publicly accessible Internet
16 website, the agency shall post the agenda, which includes a
17 listing of each matter of agency business that will be or may
18 be the subject of deliberation or official action at the
19 meeting, on the website no later than 24 hours in advance of

1 the time of the convening of the meeting.

2 (2) The agency shall post the agenda, which includes a
3 listing of each matter of agency business that will be or may
4 be the subject of deliberation or official action at the
5 meeting, at the location of the meeting and at the principal
6 office of the agency.

7 (3) The agency shall make available to individuals in
8 attendance at the meeting copies of the agenda, which include
9 a listing of each matter of agency business that will be or
10 may be the subject of deliberation or official action at the
11 meeting.

12 * * *

13 Section 2. Title 65 is amended by adding a section to read:
14 § 712.1. Notification of agency business required and
15 exceptions.

16 (a) Official action.--Except as provided in subsection (b),
17 (c), (d) or (e), an agency may not take official action on a
18 matter of agency business at a meeting if the matter was not
19 included in the notification required under section 709(c.1)
20 (relating to public notice).

21 (b) Emergency business.--An agency may take official action
22 at a regularly scheduled meeting or an emergency meeting on a
23 matter of agency business relating to a real or potential
24 emergency involving a clear and present danger to life or
25 property regardless of whether public notice was given for the
26 meeting.

27 (c) Business arising within 24 hours before meeting.--An
28 agency may take official action on a matter of agency business
29 that is not listed on a meeting agenda if:

30 (1) the matter arises or is brought to the attention of

1 the agency within the 24-hour period prior to the meeting;
2 and

3 (2) the matter is de minimis in nature and does not
4 involve the expenditure of funds or entering into a contract
5 or agreement by the agency.

6 (d) Business arising during meeting.--If, during the conduct
7 of a meeting, a resident or taxpayer brings a matter of agency
8 business that is not listed on the meeting agenda to the
9 attention of the agency, the agency may take official action to
10 refer the matter to staff, if applicable, for the purpose of
11 researching the matter for inclusion on the agenda of a future
12 meeting, or, if the matter is de minimis in nature and does not
13 involve the expenditure of funds or entering into a contract or
14 agreement, the agency may take official action on the matter.

15 (e) Changes to agenda.--Upon majority vote of the
16 individuals present and voting during the conduct of a meeting,
17 an agency may add a matter of agency business to the agenda. The
18 reasons for the changes to the agenda shall be announced at the
19 meeting before any vote is conducted to make the changes to the
20 agenda. The agency may subsequently take official action on the
21 matter added to the agenda. The agency shall post the amended
22 agenda on the agency's publicly accessible Internet website, if
23 available, and at the agency's principal office location no
24 later than the first business day following the meeting at which
25 the agenda was changed.

26 (f) Minutes.--If action is taken upon a matter of agency
27 business added to the agenda under this section, the minutes of
28 the meeting shall reflect the substance of the matter added, the
29 vote on the addition and the announced reasons for the addition.

30 Section 3. This act shall take effect in 60 days.