



SCHUYLKILL COUNTY MUNICIPAL AUTHORITY
221 S. CENTRE STREET
POTTSVILLE, PA 17901
(570) 622-8240; FAX: (570) 622-8248

Schuylkill County Municipal Authority
Public Meeting Policy
for attendance at
Board of Directors Meetings

1. Purpose

This policy outlines procedures for public attendance and conduct during Schuylkill County Municipal Authority (SCMA) Board of Directors Meetings, in accordance with the Pennsylvania Sunshine Act and SCMA's operational standards.

2. Meeting Access and Notification

- All Board meetings are open to the public unless otherwise designated as executive sessions.
 - Meeting schedules and agendas will be posted on the SCMA website and at the SCMA office at least 24 hours in advance.
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3. Public Attendance Requirements

- Members of the public wishing to attend an SCMA meeting must complete a **Request to Attend a Board of Directors Meeting Form** prior to the meeting.
 - The form is available online and in paper format at the SCMA office.
 - Walk-in attendees will be required to complete the form upon arrival.
 - The form collects basic information including name, contact details, and reason for attendance.
 - SCMA will not entertain **solicitations for business or services** of any kind as part of its Public Comment portion of its Board meetings. Any individual or entity wishing to market or sell business or services to or for SCMA **MUST** do so in writing submitted to SCMA's Management. SCMA will not engage in any discussions for business/service solicitations at public meetings.
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4. Attendee Conduct

To ensure a respectful and productive environment:

- Attendees must remain seated and silent during Board deliberations unless invited to speak.
 - Public comment is permitted during designated portions of the meeting and must be limited to 3 minutes per speaker.
 - Disruptive behavior, including shouting, interrupting, or use of offensive language, will result in removal from the meeting and, where warranted, referral to local law enforcement.
 - Recording devices are permitted but must not interfere with proceedings. Anyone wishing to record some or all of an SCMA meeting shall notify SCMA of the intent to record.
 - SCMA at all times reserves the right to limit or end an attendee's comment period if the attendee is not following these conduct guidelines, if the attendee goes beyond his/her allotted 3-minute time period, if the attendee's comments deviate from his/her stated reason(s), or for any other reason which SCMA at its sole discretion deems necessary.
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5. Weapons Prohibition

- To ensure the safety and security of all attendees, the possession of weapons is strictly prohibited at SCMA Board of Directors Meetings. This includes firearms, knives, explosives, spray cans, and any other items that may be considered dangerous or capable of causing harm.
 - Exceptions to this policy are granted only to duly authorized law enforcement personnel acting in their official capacity. Any individual found in violation of this policy will be asked to leave the premises immediately and may be subject to referral to local law enforcement.
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6. Board Discretion

- The Board reserves the right to limit attendance based on room capacity and safety regulations.
 - The Board may amend this policy as needed to ensure compliance with legal standards and operational needs.
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Revised November 2025