



Pennsylvania
Historical & Museum
Commission

Public Comment Policy

ADOPTED:

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INTRODUCTION

The Pennsylvania Historical and Museum Commission (“PHMC”) transacts its business in public forums in accordance with the Pennsylvania History Code (37 Pa.C.S. § 104(f)) and the Pennsylvania Sunshine Act (65 Pa.C.S. § 701 *et seq.*). PHMC is required by statute to provide the public with a reasonable opportunity to comment and participate in its meetings. § 710.1(a). In order to fulfil this duty, PHMC is empowered to adopt all necessary bylaws and rules. 37 Pa.C.S. § 302(11). To the end of formalizing the procedure for public participation and comment in its meetings, the PHMC adopts the following policy.

PUBLIC COMMENT POLICY

Be it resolved that PHMC revokes all previous statements of policy on public comment and participation during public meeting of the Commission and adopts this statement of policy:

- I. It is the policy of PHMC to welcome and accept public comment at its meetings when an individual with an interest in the business of the PHMC has made a request to speak.
- II. No individual or organization with any request or application pending before the PHMC will be permitted to address the PHMC at a meeting in support of the application. Such individuals or organizations may provide public comment on other matters.
- III. Individuals wishing to address the Commission will be asked to sign a registration sheet and briefly state on the registration sheet the subject they intend to address so that the Chair can assess the time to be allotted to each commentator. Individuals will also be asked to state on the registration sheet their affiliation with or interest in the subject they intend to address.

In the case of virtual meetings, individuals wishing to address the Commission should contact the Commission prior to the meeting via email registration, providing their affiliation with or interest in the subject they intend to address. Individuals may contact the Commission by sending requests to the PHMC resource account at ra-phexecutivedir@pa.gov, or the PHMC executive office at ra-phexecutivedir@pa.gov. In order to assist the Chair's administration of meetings with virtual participation, it is helpful for individuals to include their name and the phone number that will be used for signing into the Commission meeting in order to participate virtually.

- IV. PHMC has a number of expert committees that review requests and funding applications and make recommendations to the Commission. Accordingly, to maintain the integrity of the process, individuals and organizations with requests or funding applications pending before the Commission will not address the Commission at meetings where their applications are being considered. Such individuals or organizations may provide public comment on other matters.
- V. Public comment will generally be accepted during the first or last half hour of each meeting. The period of time during which public comment will be taken may be adjusted at the discretion of the Chair.
- VI. Commentators shall confine their remarks to the subject they have identified and be as succinct as possible.
- VII. Generally, the time for each individual commentator to speak will be limited to two minutes or less. Comments should be addressed to the Commission as a whole. The Chair will have discretion to adjust the speaking time allotted to each commentator in order to accommodate everyone who wishes to speak.

- VIII. At the conclusion of each commentator's allotted time, the Chair may allow the Commission to address questions to the commentator. Discussion between commentators and Council will not be entertained.
- IX. At the discretion of the Commission, comments and commentators may be deferred to another meeting, depending upon time constraints and whether a particular subject will be addressed at a given meeting.