

# THE PENNSYLVANIA SUNSHINE ACT

Don't Get Caught in the Dark – Stay Informed

## CELEBRATE SUNSHINE WEEK IN 2017 WITH PBI

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Ensuring access to open meetings is a key function of government. As part of PBI's *Making Good Government Better* series, our program on the PA Sunshine Act offers an in-depth look at the requirements of the law, how those requirements have been interpreted by the courts, and what the best practices are for agencies subject to the Act's mandate. Whether you are a solicitor to an agency, or an official responsible for implementing an agency's public meetings, this is a program you will not want to miss.

### LEARN THE NUTS AND BOLTS OF THE ACT

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- ▶ Understand the basic components of the Sunshine Act, including key terms, what the Act covers, its procedural requirements, as well as what penalties could be imposed for noncompliance
- ▶ Learn how to hold a proper Executive Session and what is and is not appropriate for discussion during that session
- ▶ Know what corrective action an agency should take when the Sunshine Act is violated and what remedies are available to the public
- ▶ Discuss the intersection of Pennsylvania's Right to Know Law and the Sunshine Act

### AVOID COMMON AGENCY PITFALLS AND HEAR ABOUT AGENCY BEST PRACTICES

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- ▶ Discuss issues commonly presented to agencies related to public comments, handling objections during the meeting, and use of recording devices, among others
- ▶ Identify tips for maintaining a good relationship with the public and communicating efficiently and effectively with them

### COURSE PLANNERS

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**Erik Arneson, Executive Director**

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**Terry L. Mutchler, Esq.**

PHILADELPHIA

### FACULTY

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PENNSYLVANIA SCHOOL BOARDS ASSOCIATION, MECHANICSBURG

**Joan E. London, Esq.**

KOZLOFF STOUDT PC, WYOMISSING

**Melissa Bevan Melewsky, Esq.**

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**Craig J. Staudenmaier, Esq.**

NAUMAN SMITH SHISSLER & HALL LLP, HARRISBURG

**Wed., March 15, 2017**

SEE LOCATIONS ON PAGE 2.

## SCHEDULE

- 1:00 – 1:30** Overview/Nuts and Bolts
- 1:30 – 1:45** Meeting Notices and Building an Agenda
- 1:45 – 2:15** Intersection between the Sunshine Act and the RTKL
- 2:15 – 2:30** Break
- 2:30 – 3:30** Executive Sessions, Conferences and Working Sessions
- 3:30 – 4:15** Pitfalls/Best Practices Roundtable

## NEXT IN THE SERIES:

### PA'S RIGHT-TO-KNOW LAW - UPDATE

**Mechanicsburg & Simulcast | Tue. Aug. 8, 2017**

Go to [pbi.org](http://pbi.org) for more information.

## LOCATIONS

**1:00 pm to 4:15 pm; check-in and lunch begin at 12:30 pm**

### Mechanicsburg | Wed., March 15, 2017

PBI Conference Center, 5080 Ritter Rd.

### Simulcast | Wed., March 15, 2017

#### Bellefonte

Centre Co. Bar Assn.  
Eugene Lederer Bar Ctr.  
232 Match Factory Pl.

#### Butler

Butler Co. Bar Assn.  
240 S. Main St.

#### Chambersburg

Franklin Co. Bar Assn.  
100 Lincoln Way East

#### Greensburg

Westmoreland IU 7  
102 Equity Dr.

#### Johnstown

Univ. of Pittsburgh -  
Johnstown  
Living/Learning Ctr.  
450 Schoolhouse Rd.

#### Lebanon

Lebanon Co. Bar Assn.  
547 S. 10th St.

#### Mansfield

Mansfield University  
Memorial Hall  
20 Straughn Dr.

#### Meadville

Economic Progress  
Alliance Conference Ctr.  
William J. Douglass Jr.  
Corporate Conf. Ctr.  
764 Bessemer St.

#### New Castle

Penn State Coop. Ext.  
of Lawrence Co.  
Lawrence Co. Cthse.  
430 Court St., 3<sup>rd</sup> Fl.

#### Norristown

Montgomery Bar Assn.  
100 W. Airy St.

#### Philadelphia

The CLE Conference Ctr.  
Wanamaker Building  
10 Fl., Ste. 1010

#### Pittsburgh

PBI Professional Dev.  
Conference Ctr.  
Heinz 57 Center  
339 Sixth Ave., 7th Fl.

#### Plymouth Meeting

LaSalle University  
Montgomery Co. Ctr.  
4000 Chemical Rd.

#### Selinsgrove

Susquehanna  
University  
514 University Ave.  
Degenstein Campus Ctr.

#### Uniontown

Penn State University  
Fayette Campus  
Eberly Corporate  
Training Center, Route  
119 North

#### Warren

Warren Library Assn.  
205 Market St.

#### Wilkes-Barre

Kings College  
Sheehy-Farmer Campus  
Ctr., Lane's Lane

JOIN US ON WED., MARCH 15

ONLY  
**\$50\***

### DATE & LOCATIONS

Mechanicsburg

Simulcast

Location: \_\_\_\_\_

### REGISTRATION FEE

\$50 (no CLE credit)\*

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

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Fax ( ) - \_\_\_\_\_

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