

Sunshine Act Meeting Notices 2019

USER MANUAL FOR THOSE ENTERING MEETING NOTICES IN THE HARRISBURG AREA



OFFICE OF ADMINISTRATION
EXECUTIVE OFFICES
ROOM 510, FINANCE BUILDING

PERSON SUBMITTING FORM *

 TELEPHONE # *
 DATE SUBMITTED 4/9/2019

EMAIL ADDRESS *

TYPE OF MEETING (SELECT ONE) *
 Regular Special Cancelled Rescheduled

ADA CONTACT NAME: * [i](#)
 ADA CONTACT PHONE NUMBER: *

PUBLIC MEETING NOTICE PURSUANT TO THE SUNSHINE ACT

AGENCY ABBREVIATION AND TITLE OF MEETING	MEETING TIME (SPECIFY AM OR PM)	MEETING DATE	LOCATION, BLDG., RM., ST. ADDRESS, CITY	ADDITIONAL MEETING INFORMATION i
<input type="text"/>	01:00 AM	MEETING DATE *	<input type="text"/>	<input type="text"/>

I'm not a robot 

[Add Meeting to Cart](#)

The Patriot-News only publishes three days a week, Tuesday, Thursday, and Sunday. OA tries to publish all notices on Thursday, as it is the least expensive day.

Regular Meetings: Notification must be published at least three days in advance of the meeting date.

Special, Rescheduled and Cancelled Meetings: Notification must be published at least one day in advance of the meeting date.

Meeting Type	Deadline to Submit to OA	Day of Publication in Patriot-News	Meeting Day
Regular	9 AM Tuesday	Thursday	Sunday or later
Special	9 AM Tuesday	Thursday	Friday or later
Regular	9 AM Thursday	Sunday	Wednesday or later
Special	9 AM Thursday	Sunday	Monday or later
Regular	9 AM Friday	Tuesday	Friday or later
Special	9 AM Friday	Tuesday	Wednesday or later

Note: If you are unable to meet the submission deadline, please enter the meeting information into the system and follow the prompts to contact our office at 717.783.5055 to find out if it can be published. We do not need your agency coding. Please note that OA may reformat meeting information to limit the cost of the advertisement; however, the meeting name, date, and time will not be changed.

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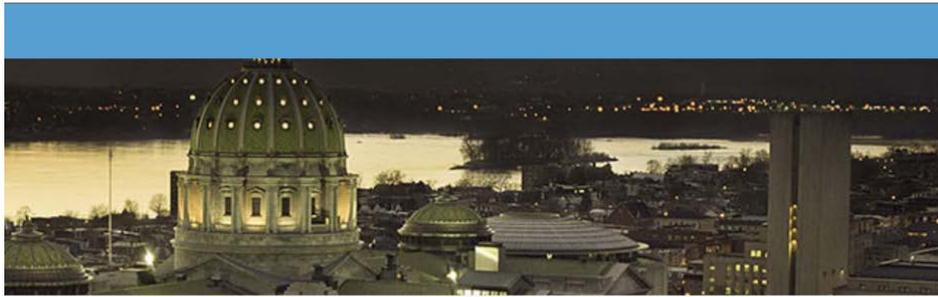
I. USER TIPS:

Contact your agency's legal office for assistance in determining which meetings are subject to the Sunshine Act.

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II. Home Page

The Sunshine Notice website contains a list of resources and requirements for your review. To enter a meeting notice for the Harrisburg area, select the online form located on the right side of the screen.



[Administration](#) > [Programs](#) > [Records Management](#) > Sunshine Meeting Notices

Sunshine Notices

Pennsylvania's Sunshine Act requires agencies to provide advance notice of certain meetings that must be open to the public. Contact your agency's legal office with questions about whether a meeting is subject to the Sunshine Act.

Requirements

- [Sunshine Act Requirements](#) - a brief description of the PA Sunshine Act
- [Meetings in Harrisburg Area](#) - submit information using online form
- [Meetings Outside Harrisburg Area](#) - submit information using Form STD 005
- [Management Directive 250.1 - Advertisement of Public Meetings](#) - commonwealth policy regarding the Sunshine Act
- [Sunshine Act Title 65 \(Open Meetings Law\)](#) - view a copy of the act

Resources

- [Online Form](#)
- [Deadlines](#) - for submission of online form
- [Confirm Publication](#) - for notices published on PennLive.com in past 30 days
- [Form STD-005](#) - use to submit Harrisburg area meetings only if online form is unavailable
- [Frequently Asked Questions](#) - about the Sunshine Act

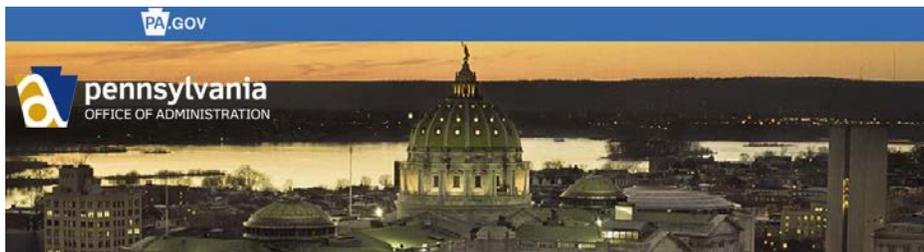
Additional Information

[Online Form](#)

For Harrisburg area meeting notices. Note: This form is intended for internal use by commonwealth employees only.

Questions

[Email](#)
717-783-5055



OFFICE OF ADMINISTRATION EXECUTIVE OFFICES ROOM 510, FINANCE BUILDING	PERSON SUBMITTING FORM * TELEPHONE # * DATE SUBMITTED 4/9/2019
TYPE OF MEETING (SELECT ONE)* <input type="radio"/> Regular <input type="radio"/> Special <input type="radio"/> Cancelled <input type="radio"/> Rescheduled	EMAIL ADDRESS * ADA CONTACT NAME: * ADA CONTACT PHONE NUMBER: *

PUBLIC MEETING NOTICE PURSUANT TO THE SUNSHINE ACT				
AGENCY ABBREVIATION AND TITLE OF MEETING	MEETING TIME (SPECIFY AM OR PM)	MEETING DATE	LOCATION, BLDG, RM, ST, ADDRESS, CITY	ADDITIONAL MEETING INFORMATION
	01:00 AM	MEETING DATE		

I'm not a robot

INCAPTCHA

[Add Meeting to Cart](#)

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III. Online Form

Complete the top of the form with the proper information:

OFFICE OF ADMINISTRATION EXECUTIVE OFFICES ROOM 510, FINANCE BUILDING	PERSON SUBMITTING FORM <input type="text"/> *	TELEPHONE # <input type="text"/> <input type="text"/> <input type="text"/> *	DATE SUBMITTED 4/9/2019
	EMAIL ADDRESS <input type="text"/> *		
TYPE OF MEETING (SELECT ONE) *		ADA CONTACT NAME: <input type="text"/> * 	
<input type="radio"/> Regular <input type="radio"/> Special <input type="radio"/> Cancelled <input type="radio"/> Rescheduled		ADA CONTACT PHONE NUMBER: <input type="text"/> <input type="text"/> <input type="text"/> *	

- 1. Person Submitting the Form** = your name, this will not be published, but is a contact name if we have questions before publication.
- 2. Email address** = your email address, this will not be published, but is a contact name if we have questions before publication.
- 3. Telephone #** = your phone number, this will not be published, but is a contact name if we have questions before publication.
- 4. Type of Meeting** (Select One) = select the type of meet that you will be entering.
 - a. Regular** = Public Meetings that have a prearranged schedule must be advertised at least *72 hours in advance.
 - b. Special** = A meeting scheduled by an agency after the agency's regular schedule of meetings has been established must be advertised at least *24 hours in advance.
 - c. Rescheduled** = A meeting that is rescheduled by an agency to be held on a date that is different from the originally scheduled regular meeting date must be advertised at least *24 hours in advance.
 - d. Emergency** = There is no advance notice required for a meeting called for the purpose of dealing with a real or potential emergency involving a clear and present danger to life or property.
 - e. Non-Public Meetings** = Executive sessions, conferences, etc. do not require any advance notice to the public.
- 5. ADA Contact Name:** = This name will be published. This name will be contacted for ADA arrangements when requested, (e.g. translator, ensure wheelchair access, etc.) as well as to confirm the meetings status during incimate weather, and/or for information regarding online/phone participation.
- 6. ADA Contact Phone Number:** This number will be published. This number will be used to reach the above-mentioned ADA contact name.

*The Patriot News only publishes three days a week, Tuesday, Thursday, and Sunday's. This limitation will need to be considered when adhering to deadlines for the Sunshine Act.

Complete the bottom of the form with the meeting location information: (this information will be public)

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AGENCY ABBREVIATION AND TITLE OF MEETING	MEETING TIME (SPECIFY AM OR PM)	MEETING DATE	LOCATION, BLDG., RM., ST. ADDRESS, CITY	ADDITIONAL MEETING INFORMATION 
* <input type="text"/>	01 <input type="text"/> 00 <input type="text"/> AM <input type="text"/> *	MEETING DATE *	* <input type="text"/>	<input type="text"/>

- Agency Abbreviation and Title of Meeting** = Agency (typically) three letter abbreviation, and the meeting title will be published. Please end the meeting title with “meeting” or “hearing” as appropriate.
- Meeting Time** = Use the drop-down options to select the time the meeting is to begin.
- Meeting Date** = Select the date for the meeting.
- Location, Rm, Bldg., and City** = *Name of the bldg., Rm. #/Name, *Floor #, St. Address, City, State, and if outside Harrisburg – zip code.
- Additional Meeting Information** = List special instructions (e.g. special entrance, log in instructions, etc.) and/or list additional dates of meetings but only if they are regarding the same topic, location, and start time.

* <input type="text"/>	00 <input type="text"/> 00 <input type="text"/> AM <input type="text"/> *	MEETING DATE	* <input type="text"/>	<input type="text"/>
<div style="text-align: center;"> <input type="checkbox"/> I'm not a robot  reCAPTCHA Privacy - Terms </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Add Meeting to Cart"/> </div>				

Once the meeting information is entered select the box that states, “I’m not a robot” and then complete CAPTCHA. Next, select Add Meeting to Cart and if you have additional meeting information to enter, you may do so at this time.

* if applicable