



ADVERTISING REQUIREMENTS – Sunshine Act FACT SHEET

For more information, contact Shelley A. Houk, PSAB Director of Research at shouk@boroughs.org or 717-236-9526, Ext. 1018.

Listed below are the legal advertising requirements for the Sunshine Act.

Please note when the law refers to a “newspaper of general circulation” as defined in the Newspaper Advertising Act it is “a newspaper issued daily, or not less than once a week, intended to general distribution and circulation, and sold at fix prices per copy per week, per month, or per annum, to subscribers and readers without regard to business, trade, profession or class.”

Regular Meetings	Advertise one time no less than 3 days in advance of the meeting.
Special or Rescheduled Meetings [Section 1006 (1) of Borough Code]	Advertise once, no less than 24 hours in advance of meeting, and the reason for holding the special meeting shall appear in the advertisement.
Recessed or Reconvened Meetings	Posting only, no publication required and notice to those requesting.
Emergency Meetings	No notice for emergency meetings. These meetings are used for weather emergencies (tornadoes, floods) or riots.
Work Sessions	Technically not authorized by Sunshine Act, Borough Code or any other law. Check with borough solicitor. Lackawanna Court of Common Pleas has ruled they are illegal. Sunshine Law only authorizes them for the auditors.