



## Public Comment Policy for the Crow Wing SWCD Board Meetings

### Purpose:

The Crow Wing Soil and Water Conservation District (SWCD) Board encourages and welcomes public participation and input. This policy aims to ensure that interested individuals are allowed time to address the Board while permitting the Board to conduct its meeting efficiently and effectively.

### Public Comment Process:

1. Public comments are only permitted during the time designated on the meeting agenda.
2. Each speaker will have a maximum of three minutes.
3. A sign-in sheet will be available for audience members to let the Board know they wish to participate in the public comment period. The sheet will request the name, address, and group affiliation (if any) of the person wishing to make public comments. Anyone refusing to identify him or herself will not be permitted to speak. As a courtesy, it is appreciated if notice of an intention to speak is given to the SWCD District Manager before the meeting.
4. Groups wishing to comment must select one representative to present the group's view.
5. The Chairperson is the designated spokesperson for the Board. As a spokesperson, the Chairperson will call names from the sign-in sheet in the order they are listed.
6. The Chairperson and Board shall refrain from engaging in dialogue with the speakers, and there shall be no debate.
7. Comments should be brief and to the point. Negative comments to individual Board Members or SWCD Staff will not be tolerated, nor will repetitive remarks or language considered offensive, harassing, or profane. It is the responsibility of the Chairperson to declare the person out of order and to refuse them permission to continue to address the Board.
8. Additional agenda items will not be added after public comment, and there is no guarantee that the Board will address suggestions brought forth by the public during the comment session at a future meeting. The Board may refer any matter of public comment to the SWCD District Manager, SWCD Staff, or the appropriate agency for review.
9. All comments made become part of the meeting record, and Board minutes will reflect the name of any speakers and the substance of any comments. Any materials presented to the Board will be included in the SWCD files rather than the minutes.

Adopted by the Crow Wing SWCD Board on 06.21.2023

*Vision: Clean water, productive lands, and vibrant communities.*

*Mission: Fostering healthy lands and clean water through voluntary conservation.*

*Values: Stewardship, Support, Integrity, Leadership, and Partnerships.*