

**SAMPLE - POLICY ON PUBLIC COMMENT AT SWCD BOARD MEETINGS**

The public is welcome to make comments pertaining to the soil and water conservation district at any regularly scheduled \_\_\_\_\_ SWCD board meeting.

The public will be given the opportunity to comment during the “Public Comments” portion of the agenda. Members of the public may make comments once per regularly scheduled meeting and limit comments to no more than five minutes in duration. Total participation will be limited to one hour unless the Board Chair allows for extra time with the time limit of no more than five minutes per person.

Persons are required to sign in with the Administrative Assistant 10 minutes prior to the meeting if they wish to participate in the public comment portion of the agenda. Persons wishing to speak must state their name and address for the record. If the number of people wishing to speak on the same topic exceeds the one-hour time frame allocated to “Public Comments” the Board Chair may ask that the group designate several spokespersons to relay the comments of the group.

All public comments and subsequent board action may be recorded in tape, digital audio and or video format and retained according the SWCD records retention policy. Written minutes will be recorded as well and filed in the \_\_\_\_\_ SWCD Minutes book. Official copies of the minutes of any board meeting may be reviewed by the public upon request. Copies may be purchased at a rate equal to the cost of production.

If board action is warranted, the subject will be investigated following normal procedures by the Board, NRCS, and/or SWCD staff. After investigation, if the subject falls under SWCD jurisdiction, the item will be put on the next regularly scheduled SWCD meeting agenda.

Where warranted, and following investigation and the subsequent board meeting, a letter will be sent to the person raising the concern with results of the investigation and the Board’s recommendations. The Board’s decision will be considered final. The same concern shall not be presented again unless new information pertaining to the problem is presented.

Adopted by the \_\_\_\_\_ Soil & Water Conservation District Board of Supervisors on:

Date: \_\_\_\_\_

Chair: \_\_\_\_\_