

## **Policy on Citizen Input and Conduct at Township Meetings** *Eureka Township*

### **Policy Intent:**

Citizens are welcome and encouraged to attend any and all meetings of the Township Board of Supervisors. To allow township citizens and members of the general public the opportunity to provide input and comments on township-related issues, the Eureka Township Board of Supervisors has established the following policy:

As established by the Townships Ordinance, the Township will post meeting notices in compliance with provisions of the Open Meeting Law. The township will post a tentative agenda for Board meetings three (3) days prior to a regularly scheduled meeting on Township's website and posting places.

It is important to note that a Township Board meeting is a meeting conducted in public, not a public meeting. In other words, the public is there to watch the board work, not to participate in the board meeting.

The Township Board reserves the right to suspend public input at its sole discretion.

### **Meeting Conduct:**

The Open Meeting Law ensures people have the right to attend town board meetings, but not to disrupt the proceedings. If a meeting gets particularly rowdy, the Board at its sole discretion may recess the meeting to a later time to allow for a cooling off period.

It is important that individuals follow these guidelines when presenting public comments:

1. Treat all people with dignity and respect.
2. Provide factual information and recommendations in verbal and/or written form.
3. Respect the time period allotted to you – you will be signaled when you are running out of time.

### **Citizen Input:**

Individuals or groups wishing to address the Township Board are encouraged to complete an Agenda Request Form and request that an item be put on the agenda for discussion at a regular Township Board Meeting. The deadline for such requests is noon on the Thursday preceding the meeting of the Township Board. Public comment at board meetings is defined by the following procedures.

It is requested that anyone bringing written materials to the meeting have seven (7) copies available — five for the board, one for the public and one for the official record.

## **Citizen Input at Meetings:**

### **Public Comment Period** (Beginning of a Meeting)

Although not required by township ordinances, a public comment period will be held at the beginning of each Board meeting (following agenda approval) to receive input from individuals in attendance. The "public comment" section of the agenda is your opportunity to address items on the agenda or general comments to the Board. The following procedures will be followed:

Individuals wishing to be heard during this period will be required to sign in and indicate their intention to speak before moving to speak.

1. Public comment will be taken after the agenda is approved in the order of signature.
2. The time allotted for all comments will be no longer than twenty (20) minutes.
3. After recognition by the Chair, each individual will have up to three (3) minutes to speak and cannot assign any remaining time to someone else. Time may be extended by the Chair based on number of speakers and time available.
4. Each person will stand up or stand at the podium, if one is available, and give their name, address and group affiliation (if applicable) before addressing the board.
5. If a group would like to address the board, an appointed spokesperson will speak for the group.

It is requested that anyone bringing written materials to the meeting have seven (7) copies available — five for the board, one for the public and one for the official record.

The Township Board will listen to your comments and may ask questions for clarification. It should be noted that this is a time for listening, not uncontrolled debate. If there is a need for response from the board, it should come at a later time when the board has had time to deliberate the issue, to seek more information, or to take recommendations from its attorney.

### **During a Meeting**

In fairness to all individuals and items before the Board, public comment during a Board meeting will not be taken, unless the Board at its sole discretion decides it is necessary. Public comment is allowed during the public comment period at the beginning of the meeting or through an Agenda Request Form to be put on the agenda.

If the board decided public comment on an individual agenda item is necessary by majority consent, the public comment process shall be completed using the process defined above. The public comment period shall be completed before the Board proceeds with discussion and action on the item.

***Eureka Township***  
*Dakota County*  
*State of Minnesota*

**PUBLIC AGENDA REQUEST FORM**

No action will be taken relative to items on this agenda other than referral for information.

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Brief description of topic to be discussed:**

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Signature: \_\_\_\_\_

Please return to:

Nanett Sandstrom  
Clerk/ Treasurer Eureka Township  
P.O. Box 576  
Lakeville, MN 55044

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