

Eureka Township
Policy on Citizen Inquiry, Public Comment, and Conduct at Township Meetings

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 comment on Township-related issues, the Eureka Township Board of Supervisors has established the following policy:

As established by the Township's 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 the 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 Inquiry

Individuals or groups wishing to address the Township Board on a specific topic are encouraged to complete a Public Agenda Request Form and that topic will be put on the agenda for discussion at a regular Township Board meeting. The topic will be placed on the agenda under Citizen Inquiry in the order it is received by the Clerk. The deadline for such requests and all materials is at noon, 10 days preceding the meeting of the Township Board. The Citizen Inquiry will be allowed up to 5 minutes to present their topic to the Town Board.

Public Comment and Citizen Input at Meetings

Although not required by Township Ordinances, a public comment period will be held near the beginning of each Board meeting (following agenda approval) to receive input from the individuals. 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:

1. Public comment will be taken after the agenda is approved in order of signature (but can be moved at the discretion of the Town Board).
2. 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 the number of speakers and time available.
3. The time allotted for all comments will be no longer than twenty (20) minutes.
4. Individuals must be present in person.
5. No public comment will be accepted from individuals that are online.
6. Each person will stand at the podium, if one is available, and give their name, address and group affiliation (if applicable) before addressing the Board.
7. If a group would like to address the Board, an appointed spokesperson will speak for the group.
8. Individuals who are unable to attend in person may have a representative read their comments on their behalf.
9. Individuals who are not able to attend may submit their written comments to the Clerk at least 24 hours prior to the meeting. However, it is at the Town Board’s discretion if they read the comments out loud at the meeting.
10. The Clerk will not read public comments on behalf of an individual or 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 one for the official record. The Town Clerk will not be available to make copies prior to and during the meeting.

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 a 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 the Township 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.

If the Board decides 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, Minnesota

Citizen Inquiry
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: _____

Email Address: _____

Brief Description of Topic to be Discussed:

Signature: _____

Please return to:

Clerk at Eureka Township
25043 Cedar Avenue
Farmington, MN 55024
Phone: (952) 469-3736
Email: clerk@eurekatownship-mn.us