

# LAND EXCHANGE BOARD SPEAKER POLICY

## Background

This policy is designed to provide a fair opportunity for people and groups to present helpful comments to the Land Exchange Board. This policy balances the desire for transparency and public input with the need for organized and efficient Land Exchange Board meetings. This policy will remain in effect until amended or superseded by Board action. The Land Exchange Board has the authority to agree by a majority of its members to deviate from this policy under extraordinary circumstances.

## Steps for Submitting a Request to Comment

1. If you or your group would like to speak on a particular topic you may do so by submitting a Request to Make Public Comment Form (Request Form), **no later than 5pm Central time five business days before the date of the meeting**. The Board will try to publish the Board meeting agenda ten business days before the date of the meeting.

If an agenda item is added after the initial publication of the agenda, you or your group may submit a Request Form to the Chair after the deadline to speak about the new agenda item.

2. The Request to Make Public Comment Form is available on the Land Exchange Board website. The Request Form contains information to assist the Land Exchange Board and staff in understanding the nature of the comment and amount of time that may be required to hear the comment. The form includes, among other things:
  - a. Your name (or in the case of a group, each individual speaker in your group);
  - b. Your or your group's contact information;
  - c. A description or summary of the comment you or each person in your group wishes to make;
  - d. A description of how your comments relate to the agenda before the Land Exchange Board; and
  - e. A description of any previous presentations to the Land Exchange Board you or your group have made, including the date of any such presentations.
3. When you submit your Request Form, you or your group may also provide any written materials you would like the Land Exchange Board to consider. If you do not provide written materials at the time of the request, the Land Exchange Board staff may not be able to include

the materials in the materials sent to the Board members and the Board members may not be able to review the materials before the meeting.

4. Land Exchange Board staff will let you or your group know whether your Request Form and materials were received by the deadline.
5. Land Exchange Board staff will provide all Request Forms to the Chair of the Board for consideration. Submitting a Request Form does not guarantee the Chair will approve your request. The Chair may decline your request for any reason, including because you have provided the same or similar comment at a previous Board meeting.
6. Land Exchange Board staff will inform you whether your request has been approved before the Board meeting and will provide the Board members with a list of approved speakers and their materials.

#### Comment Rules

At the meeting:

1. All comments are limited to five minutes per topic. In the event a group or more than one person wishes to comment on the same topic, the five minutes must be split between those speakers. The Chair has discretion to extend or restrict the time for each speaker.
2. All comments should be relevant to the agenda before the Land Exchange Board and should be presented in a polite manner. Speakers should present their comments to the Chair and should not engage in personal attacks. The Board reserves the right to dismiss any speaker who engages in unproductive or hostile conduct.