

Request to Make Public Comment Form

Submit this Request to the Minnesota Land Exchange Board (LEB) via email at landexchange.DNR@state.mn.us, no later than 5:00 p.m. Central Time five business days before the date of meeting.

Date of Request:
Name (or in the case of a group, the group name and each individual speaker in your group):
Contact Info (if for a group, the groups contact info):
Description / Summary of the Comment you or each person in your group wishes to make:
A description of how your comments relate to the Land Exchange Board:

A description of any previous presentations to the LEB you or your group have made, including the date of any such presentations:

When you submit your Request Form, you or your group may also provide any written materials you would like LEB to consider. If you do not provide written materials at the time of the request, the LEB staff may not be able to include your materials in the materials sent to the Board members and the Board members may not be able to review your materials before the meeting.

Upon receipt of request form,

- LEB staff will let you or your group know whether your Request Form and materials were received by the deadline;
- LEB 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; and
- LEB 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

- 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.
- All comments should be relevant to the agenda before the LEB and should be presented in a helpful and appropriate manner. Speakers should present their comments to the Chair and may not engage in personal attacks. The Board reserves the right to dismiss any speaker that engages in unproductive or hostile conduct.

FOR LEB STAFF USE

Date Received:	Received By:
Date Sent to LEB Board Chair:	Approved to Speak: