

# Executive Board Policies

Amy Chantry | Deputy General Counsel



# PUBLIC MEETING DECORUM, ATTENDANCE, AND PARTICIPATION

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# Public Comment Participation

- **In-Person Only:** Comments allowed at Executive Board meetings (not closed sessions).
- **Registration Required:** Must sign up in advance with name and agenda item.
- **Time Limits:** Determined by Board Chair.
- **Speaker Conduct:** Stay respectful, on-topic, no personal attacks or prohibited content.

# General Meeting Decorum

- **Disruptions are not allowed.**
- **Prohibited:** loud reactions, signs, protests, threats, or filming.
- **Speak only when recognized** and address the Board.
- **Respect room rules** and capacity limits.



# Enforcement and Violations

## Enforcement

- Chair may issue warnings, remove individuals, or pause/adjourn the meeting.
- Repeated disruptions may lead to room clearance or suspension of public comment.
- Serious misconduct may be referred to law enforcement.

## Post – Comment

- Chair may ask staff to clarify public comments.
- Board typically does not take action or comment on non-agenda items.



## ASSET EXPORT AND TRAVEL RESTRICTION

# Pre-Travel Requirements

Notify **DCT General Counsel** at least **30 days before** any international travel involving DCT assets

DCT General Counsel and MNIT assist in approving use of assets **outside the U.S. and its territories**

# Access Request Information

## Request Process

- Request details: Date, Name, Email
- Countries where access is needed
- Devices used to access State resources
- Access start and end dates (max 30 days)
- Expected access schedule (FT/PT, CST hours)
- Explanation of critical business need
- Additional info for security review

## Approval Process

- Requestor provides signature and date
- Authorized approver signs and dates
- MNIT signs and dates to finalize approval

***Once a request is approved by authorized individuals, the requestor is responsible for using the access appropriately, safeguarding the data to the extent reasonably expected, and reporting any suspected security issues***



## CONFLICT OF INTEREST

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# Conflict of Interest

## Duty to Disclose

Board members must promptly disclose any actual, potential, or perceived conflicts outside the annual disclosure period.

## Conflict Determination

Conflicts are reviewed by the Board Chair/Vice Chair and DCT Ethics Officer.

## Mitigate and Recusal

Confirmed conflicts will be managed.  
Members with a conflict must recuse themselves from related discussions, decisions, and votes.

# Conflict of Interest

## **Documentation**

- All disclosures, deliberations, recusals, and decisions are recorded in meeting minutes.
- Compliance with Minnesota Data Privacy Act and Open Meeting Law is required.

## **Violations**

- Failure to disclose a conflict may lead to corrective action, including possible removal from the Board.

## **Annual Disclosure**

- Board members must annually confirm understanding and agreement to this policy via a signed form.