



Public Meeting Participation

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Public Participation in Three Documents

PUBLIC MEETING DECORUM, ATTENDANCE AND PARTICIPATION Direct Care and Treatment Executive Board

Issue Date: ~~X/X/2025~~ Effective Date: ~~X/X/2025~~ DCT Executive Board Policy Number: 100-1020

POLICY:

This policy establishes clear expectations for the behavior, attendance, and participation of Direct Care and Treatment (DCT) Executive Board members, staff, and the public, promoting civil discourse while protecting the integrity of the Executive Board's operations. The Executive Board will comply with the Minnesota Open Meeting Law, applicable Board bylaws and governance policies, and in recognition of best practices for ensuring order, transparency and respect in public meetings.

AUTHORITY:

[Minn. Stat. § 246C.07, subd. 3\(a\)\(2\) \(Powers and Duties of Executive Board\)](#)

[Minn. Stat. § 13D \(Open Meeting Law\)](#)

[Minn. Stat. § 609.72 \(Disorderly Conduct\)](#)

[DCT Executive Board Bylaws](#)



Guide to Participation in DCT Executive Board Meetings

The DCT Executive Board encourages community input during meetings. Here are some guidelines for attending and providing public comment.

Meeting Access

- Meetings are held at least once a quarter at DCT Central Office, 3200 Labore Road, Suite 104, Vadnais Heights, MN, unless otherwise noted.
- All meetings are open to the public under the Minnesota Open Meeting Law.
- If Executive Board members participate remotely, the same remote access option will be provided for the public.

There are times when the Executive Board is allowed by law to close all or parts of meetings. During those times, the public may not attend.



Executive Board Public Participation Procedure

The DCT Executive Board is dedicated to creating a consistent, fair and transparent method for members of the public to provide oral comments during the Executive Board meetings. The last 15 minutes of each meeting may be dedicated to public comment by community members.

1. Public Participation Topics

- Speakers may provide comments only on items included on the meeting agenda.
- The Board Chair, in consultation with General Counsel, will review agenda items to determine whether they are appropriate for public participation.
- DCT will post the Executive Board meeting agenda at least four business days prior to the scheduled meeting. The agenda will identify which items are open for public participation.

Executive Board Policy

Governing Meeting Decorum, Attendance, and Participation

Guide to Participation

Public-Facing to Assist Speakers

Public Participation

Procedure to Guide Staff

Policy Highlights

- **In-Person and Virtual:** Comments allowed at regular/special meetings (excluding closed sessions)
- **When:** Last 15 minutes of the meeting
- **Topics:** Agenda items as identified by chair
- **Time Limits:** 3 minutes per speaker
- **Speaker Conduct:** Stay respectful, on-topic, no personal attacks or prohibited content

Public Participation Procedure

Topics: Identified on the agenda at least four business days prior to the meeting.

Advanced Registration: Sign up via form on the DCT website at least three business days before the meeting. Requires name, contact information, and agenda item.

Determination of Request: Comment requests reviewed by DCT staff. Final determinations set by board chair.

Notification to Registrants: DCT staff inform requesters 24 hours before the meeting of the request status.

Check in: Speakers must check in prior to start of comment period via sign-in sheet (if in-person) or via chat to meeting host (if virtual).

Thank You