

Guide to Participation in DCT Executive Board Meetings

The DCT Executive Board values and 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.

Providing Public Comments

- Public comment is accepted during regular or special meetings, but not during closed sessions.
- Public comments are limited to items on the meeting agenda.
- You must register in advance to provide public comments using the method provided in the meeting notice by the deadline set by the Executive Board Chair.
- You will need to provide your full name and specify the agenda item you wish to address.

Public comment is an opportunity for the Executive Board to listen. Members do not respond to comments or answer questions.

Time Limits

- Public comment period will be limited to the last 15 minutes of the meetings, and time allowed per speaker will be limited to three minutes.
- You'll be informed of your time limit before public comment begins.
- Your time may not be given to or shared with another speaker.

Speaker Conduct

All attendees must be respectful. When speaking, please:

- Wait to be recognized by the Chair.
- State your full name and organization (if applicable).
- Address comments to the Chair, not to individual members or the audience.
- Keep remarks clear and on topic.

- Avoid repeating what others have said.

Not Allowed:

- Personal attacks, threats, or obscene language
- Comments on litigation, labor issues, or employment disputes
- Political campaigning or commercial promotion
- Violations of law or DCT policy

Prohibited Behavior

- Cheering, clapping, booing, or other audible reactions
- Interruptions or speaking without recognition
- Signs or banners
- Intimidation, threats, or demonstrations
- Overcrowding or violating capacity limits

Maintaining Order

To ensure that meetings are productive and free of disruptions, the Executive Board Chair may:

- Call for order or issue warnings
- Rule comments or behavior out of order
- Suspend or adjourn meetings if necessary

Disruptive conduct may result in suspension of public comment and may be referred to law enforcement.

Accommodation Request:

To request an accommodation please contact DCT's Office of Equal Opportunity at:
accommodations.dct@state.mn.us