PUBLIC MEETING DECORUM, ATTENDANCE AND PARTICIPATION

Direct Care and Treatment

Executive Board

Issue Date: 4/9/2026 Effective Date: 4/9/2026 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

APPLICABILITY:
Participants attending DCT Executive Board committee meetings (i.e., Board members, staff, media, members of the public)

PURPOSE:
To ensure that all public meetings of the Executive Board are conducted in an orderly, respectful, transparent, and lawful manner.

DEFINITIONS:

Disruptive Conduct – Any action or conduct that interferes with the orderly progress of the meeting or impedes others' ability to participate or observe.

Executive Board Meeting – A regularly scheduled meeting convened by the Executive Board to conduct official business.

Public Comment – The portion of an Executive Board meeting set aside for members of the public to address the Board under approved procedures.

Remote Participation – Attendance by Executive Board members via electronic means in accordance with Minnesota law and Executive Board policy.

Speaker – A member of the public formally recognized to provide comment during the designated public comment period.

PROCEDURES:
A. Meeting Schedule and Access
   1. Executive Board meetings are held at least once a quarter at DCT Vadnais Heights location, unless otherwise noted.

2. Meetings are open to the public in accordance with the Minnesota Open Meeting Law.

3. Remote participation is allowed for Executive Board members at the discretion of the Executive Board Chair.

4. If a meeting includes remote participation by board members or is otherwise accessible via remote technology, the same remote access will be made available to the public, in accordance with the Minnesota Open Meeting Law.

B. Public Comment Participation

1. Public comment is welcomed during regular or special Executive Board meetings, excluding closed meetings. Topics on which the public may comment are set at the discretion of the Board Chair.

2. Advance registration is required via registration method/link or email within the deadline specified by the Executive Board Chair.

3. Required registration information includes participant's full name and agenda item topic.

C. Time Limits

1. Public comment is determined by the Board Chair based on the issue, the agenda of the meeting, and the number of public comment requests. Availability and timing of the public comment period during a regular or special Executive Board meeting is determined at the discretion of the Board Chair.

2. Each speaker may be limited to the time specified by the Board Chair prior to the start of public comment portion of the meeting.

3. One speaker may not cede time to another.

D. Speaker Conduct

1. Speakers must:
   a) be recognized by the Executive Board Chair before speaking;
   b) address comments through the Executive Board Chair;
   c) state their full name and, if applicable, organization;
   d) speak clearly, respectfully, and stay on topic; and
   e) avoid repetition of prior speakers' comments.

2. Prohibited During Public Comment:
   a) personal attacks, threats, or obscene/abusive language;
   b) comments related to litigation, labor negotiations, or employment disputes;
   c) political campaigning or commercial advertising; and
   d) violations of federal, state, or DCT policy.

E. General Meeting Decorum

1. Prohibited Behavior & Items:
   a) audible expressions (e.g., cheering, booing, clapping);
   b) interrupting speakers or Executive Board members;
   c) holding signs or banners;
   d) intimidation or threats;
   e) demonstrations (chants, protests, symbolic actions), and;

f) disruptions of any kind.

Examples of Disruptive Conduct:
a) speaking without recognition;
b) addressing the audience instead of the Executive Board;
c) making fear-inducing or inciteful remarks; or
d) violating room capacity limits.

F. Enforcement and Violations
1. The Executive Board Chair may:
a) call for order;
b) issue warnings;
c) rule on individual's behavior or comments that are in violation of this policy; or
d) suspend or adjourn meetings to restore order.

2. Repeated disruptions may result in a suspension of the public comment period.

3. Disorderly conduct may be referred to law enforcement.

G. Post-Comment Protocol
1. The Executive Board Chair may invite a designee to respond in writing to public comments for clarification.

2. The Executive Board generally does not act on comments unrelated to current agenda items.

REVIEW:
Biennially

REFERENCES:
Guide to Public Participation in DCT Executive Board Meetings
Executive Board Public Participation Procedure

ATTACHMENTS:
None

SUPERSESSION:
All Executive Board policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

Carol Olson

Carol Olson
DCT Executive Board
Executive Board Chair
Direct Care and Treatment