

# Legislative-Citizen Commission on Minnesota Resources

**MEMO:** Agenda Item #5  
**DATE:** August 26, 2021  
**SUBJECT:** Public testimony procedures

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## Background

At a previous commission meeting, LCCMR members expressed an interest in establishing operating procedures to ensure more clear, consistent, and fair procedures for accommodating public testimony. Currently, each meeting agenda contains the following statement on public testimony:

The public is asked to keep their comments brief. If you would like to testify, please contact Diana Griffith at [diana.griffith@lccmr.leg.mn](mailto:diana.griffith@lccmr.leg.mn) by 4:00 pm the day before the meeting and specify to which agenda item your testimony relates. The chair will accommodate testimony at the requested agenda item as time allows.

The goal of any new procedure would be to guarantee an opportunity for the public to comment on projects, processes, and decisions at the appropriate time and ensure that members have a clear idea of who will be participating in LCCMR meetings. At the same time, the procedures should allow the presiding co-chair to maintain an orderly meeting within scheduled time limits.

## Recommendation

Staff have developed three options for amending the LCCMR standard operating procedures. Staff have also developed additional addendum language that could be added to any of the options. Additional options may be developed, if desired.

### *Option #1 – Update agenda and make available prior to meeting*

Any person wishing to testify at an LCCMR meeting must contact LCCMR staff by 4:00 pm the day before the meeting requesting the opportunity to testify and specify to which agenda item they wish to testify. Prior to the meeting and in consultation with the presiding co-chair, LCCMR staff will update the meeting agenda to list under each agenda item the testifiers and the form of testimony. LCCMR staff will post this information to the LCCMR website along with any submitted written testimony.

The presiding co-chair will accommodate testimony at the requested agenda item or at an agenda item dedicated to public testimony as time allows. The presiding co-chair may establish time limits on testifiers and determine the order and number of testifiers at each agenda item. For remote meetings, LCCMR staff will arrange for the testifier to join the meeting as appropriate.

### *Option #2 – Update agenda, make available prior to meeting, and allow member objection*

Any person wishing to testify at an LCCMR meeting must contact LCCMR staff by 4:00 pm the day before the meeting requesting the opportunity to testify and specify to which agenda item they wish to testify. Prior to the meeting and in consultation with the presiding co-chair, LCCMR staff will update the meeting agenda to list under each agenda item the testifiers and the form of testimony. LCCMR staff will post this information to the LCCMR website along with any submitted written testimony.

The presiding co-chair will accommodate testimony at the requested agenda item or at an agenda item dedicated to public testimony as time allows. The presiding co-chair may establish time limits on testifiers and determine the order and number of testifiers at each agenda item. Any member may object to public testimony in its entirety being taken at an agenda item not dedicated to public testimony and request a vote. An affirmative vote of a majority of members is required to disapprove public testimony being taken at an agenda item not dedicated to

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public testimony. For remote meetings, LCCMR staff will arrange for the testifier to join the meeting as appropriate.

### *Option #3 - Update agenda, make available prior to meeting, and limit public testimony to public testimony agenda item*

Any person wishing to testify at an LCCMR meeting must contact LCCMR staff by 4:00 pm the day before the meeting requesting the opportunity to testify. Public testimony will only be accommodated under the public testimony agenda item. Prior to the meeting, LCCMR staff will update the meeting agenda to list testifiers and the form of testimony. LCCMR staff will post this information to the LCCMR website along with any submitted written testimony.

The presiding co-chair may establish time limits on testifiers and determine the order and number of testifiers. For remote meetings, LCCMR staff will arrange for the testifier to join the meeting as appropriate.

### *Addendum #1 – Limit public testimony on proposals to written testimony*

Public testimony regarding proposals under consideration for funding must be limited to written testimony.

### *Addendum #2 – Allow written testimony to be submitted up to 24 hours after meeting adjourns*

Written testimony may be submitted to the LCCMR up to 24 hours after a meeting adjourns. Additional written testimony will be made available to LCCMR members and added to meeting materials available from the LCCMR webpage.

## Materials

- Procedures of the Legislative-Citizen Commission on Minnesota Resources (LCCMR) adopted September 23, 2008 by LCCMR; revised June 5, 2018

## Action

If acceptable to the commission, the following motion could be considered:

- Move to adopt [Option X and, if relevant, Addendum X] and amend into the Procedures of the Legislative-Citizen Commission on Minnesota Resources (LCCMR) adopted September 23, 2008 by LCCMR; revised June 5, 2018.