



**Resolution #2018-06-13b**

**A Resolution of the West Multnomah Soil & Water Conservation District Board of Directors  
Adopting a Policy on Public Participation at Public Meetings**

WHEREAS, the District would like to ensure that public participation is an integral and effective part of its activities and that decisions are made with the benefit and consideration of important public perspectives;

WHEREAS, bringing a broad range of diverse viewpoints and values into the District's decision-making process will allow the District to make more informed decisions and improve the quality of decisions through collaborative efforts that build mutual understanding and trust between the District and the public it serves; and

WHEREAS, the presiding officer in a public meeting has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting; therefore,

Be It Resolved, by the Board of Directors of the West Multnomah SWCD that the proposed Public Participation Policy as attached to this Resolution as Appendix "A" is hereby adopted.

**APPROVED AND ADOPTED BY THE BOARD OF DIRECTORS THIS 13<sup>th</sup> DAY OF JUNE, 2018.**

Shawn Looney, Board  
Vice-Chair & Acting  
Board Chair

Shawn Looney  
~~Terri Preeg Riggsby, Board Chair~~

6/13/2018  
Date

ATTEST:

[Signature]

~~Brian Lightcap, Board Secretary~~

Jane Hartline, Acting Secretary

6-13-18  
Date



## **APPENDIX A**

### **Resolution #2018-06-13b**

#### **West Multnomah Soil & Water Conservation District Public Participation at Public Meetings Policy**

**Policy Statement** -- This policy is intended to ensure that public participation is an integral and effective part of the District's activities and that Board decisions are made with the benefit and consideration of important public perspectives. This policy provides a mechanism for bringing a broad range of diverse viewpoints and values into the District Board's decision-making process. Public participation enables the District to make more informed decisions, improve quality through collaboration, and build mutual understanding and trust with the public it serves. This policy builds upon the District's legal requirement to follow Oregon's Public Meetings law (Oregon Revised Statute (ORS) 192.620 through ORS 192.710).

#### **Guidelines for Public Participation**

1. The public is welcome and encouraged to make comments pertaining to the District at any regularly scheduled District public meeting.
2. The public will be given the opportunity to provide comment during times on the agenda scheduled for such purpose. All public comments and subsequent Board action may be recorded in tape, digital audio and or video format and retained according the District records retention policy.
3. Public comments can be directed to a particular item on the agenda or made in general about topics not on the Board Meeting agenda.
4. Public comments by any one individual or group of individuals representing a single organization or entity may to be limited by the Presiding Officer to five minutes in duration, with further Presiding Officer discretion to reduce the duration to two minutes so as to allow sufficient time for all wishing to provide comment to do so.
5. Persons are required to sign in with the District staff prior to providing public comment.
6. Persons wishing to provide comment must state their name and organization they are representing (if applicable) for the meeting record.
7. The public is encouraged to provide written public testimony of no more than 5 pages, not including supporting material, that is reasonable in volume and ease of distribution. Providing on-line references to supporting material is especially encouraged for easy incorporation into the record.
8. Written public testimony and supporting material will be distributed to the Board and incorporated as part of the meeting record. Minutes of any Board meeting may be reviewed by the public upon request and are also available on the District's website.

**Presiding Office Discretion** -- The Presiding Officer reserves the right to apply discretion in implementing this policy in order to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting and in the keeping of its record.