

Welcome to a meeting of the Hardin County Board of Supervisors. We appreciate your interest in our County.

Whether you have plans to observe or participate, we hope you will find the information and procedures described in this document helpful to you. They may be found in the Auditor's office and on our website.

By Iowa Code Chapter 21, regular board meetings must be public and must have agendas posted 24 hours prior to the meeting. All agendas for Board of Supervisors meetings will be posted on the courthouse bulletin board with some expectations.

Your Participation In Board Meetings:

While Board members welcome your involvement county-related problems can usually best be solved by talking with the employee closest to the problem, then taking it through the appropriate "chain of command" (i.e., Roads Superintendent, Engineer, County Supervisor). Should a satisfactory solution to the issue not be achieved through this progression, your next step is to submit it to the Board meetings which are held in the public but are not meetings of the public. While we may call on your participation during board agenda items, the public does not have an absolute right to speak or interrupt our board meetings. Please refer to the public forum part of this handout for instructions on your participation during public forums.

Conduct During Board Meetings

Iowa Code 21.7 states that the board can make their own rules of conduct to assure that meetings are orderly. We request that all individuals in attendance at board meetings act in a courteous and professional manner. Any failure to do so, will result in a reprimand and may result in an immediate removal from the board meeting. At a regular board meeting, the County will not allow criticism of individual employees of the County that would be detrimental to the reputation of that employee. Any comments made that are defamatory or slanderous in nature could also potentially make that individual liable for damages in a court of law. By law, conduct intended to disrupt a lawful meeting is a crime.

Addressing the Board in a Public Forum

The board may allow for a limited public comment at a meeting. Current procedures are those individuals addressing the board will have up to two minutes to speak in the public forum. Public participation may be limited, or if several people are speaking to the same topic, the board may ask those individuals to appoint and identify a spokesperson to speak on behalf of the group. These measures are to allow the board to complete remaining agenda items within a reasonable amount of time. Please note that by law, the Board cannot deliberate and/or act on an item that was not published on the agenda. To act, the Board generally requests that Public Comment information be researched by an appropriate official at the County. Questions for the board or other county officials should be communicated to the appropriate party via email, phone call, or via United States Postal Service. Questions posed to the board during the public comment section of the meeting won't be answered as the question deserves proper attention and research so an accurate response can be made by appropriate personnel.

Requesting to Place an Item on the Agenda

Persons requesting to place an item on the agenda must make a request to the board chair prior to the drafting of the tentative agenda, and at least five business days prior to the board meeting. This request should be in writing, and must state the person's name, address, purpose of the presentation, board action desired, and pertinent background information, including prior steps taken to resolve the situation at other levels. Requests from the public may be added to the tentative agenda at the discretion of the board chair after consultation with legal counsel.

Intent to Address the Board Form:

Name _____

Street _____

City _____

Phone _____

Email _____

Have you attempted to have your concern mitigated with any county official previously? If yes, who?

_____ I wish to speak to the board in any public forum

Please list any details you wish to share with the board:

**Please turn this sheet into the Board Secretary in order to speak
in front of the board.**