

Public Comment Policy

Public Participation Guidelines

The Monroe County Conservation District (MCCD) Board of Directors values input from the community we serve. The Board provides several opportunities for members of the public to share comments, concerns, and information relevant to MCCD programs and operations.

Public Comment at Regular Board Meetings

Each regular meeting of the MCCD Board includes two public comment periods:

1. Early Public Comment (Pre-Registered Speakers)

The first public comment period is reserved for individuals who contact the District in advance of the meeting. To request time to speak, please contact the District office during regular business hours at (570) 629-3060 or email MonroeCD@monroecountypa.gov.

2. Open Public Comment

The second public comment period is open to any member of the public who wishes to address the Board.

Public comment periods are intended for topics **not already listed on the meeting agenda**. Individuals wishing to comment on a specific agenda item will be given the opportunity to speak when that item is presented and discussed.

Speaker Guidelines

- Individuals addressing the Board will be asked to state their **name and municipality of residence** for the meeting record.
- Those representing an organization should also state the name of the organization.
- Each speaker will be limited to **three minutes**. The Board Chair may, at their discretion, allow additional time or ask speakers to summarize their remarks.
- Comments should be clear, concise, and focused. The Chair may ask a speaker to conclude if remarks become repetitive, disruptive, or inappropriate.

Groups are encouraged to designate a single spokesperson when possible.

Purpose of Public Comment

Public comment is an opportunity for residents to provide information, share concerns, and bring issues to the attention of the Board. It is **not** a forum for debate or direct questioning of Board members or staff.

The Board Chair—or Board members with the Chair’s permission—may ask clarifying questions of the speaker or of staff when appropriate.

The Chair may also direct individuals to the appropriate District staff member for assistance or may refer a topic to an MCCD committee for further review.

Meeting Decorum

All attendees are expected to conduct themselves with professionalism, civility, and respect. Abusive language, personal attacks, profane or slanderous remarks, and disruptive behavior will not be tolerated.

Submitting Materials

Anyone wishing to share documents, petitions, photographs, or other materials with the Board should provide copies to the District staff prior to or during the meeting for proper distribution.