



Pennington County Board of Commissioners

County Administration Building

Physical: 130 Kansas City Street, Ste 100, Rapid City, SD 57701

Mailing: PO Box 6160, Rapid City, SD 57709-6160

(605) 394-2171 • www.pennco.org • pcboc@pennco.org

PENNINGTON COUNTY POLICY & PROCEDURE **Public Agenda Item Submission Policy & Procedure**

The Pennington County Board of Commissioners cordially invites the public to be active participants in their local government. The Board meets on the first and third Tuesdays of each month at 9:00 a.m. The meetings are held in the Commission Chambers located in the County Administration Building, 130 Kansas City Street, Rapid City, SD.

The Board wishes to provide a formal opportunity for citizens to address their concerns with the County on policies and issues affecting County Government and its function. Action will not be taken at a Commission meeting on issues not properly noticed on an agenda. Individuals are entitled to be placed on the agenda of a regular meeting of the Board and be heard concerning matters within the scope of the County's jurisdiction. All agenda item submissions are subject to agenda placement approval by the Board Chairman.

To submit an item for placement on a County Commission agenda, a written request must be submitted to the Commission Office. Requests may be hand delivered, emailed or mailed thru the postal service. Each request must include the following items:

1. Name
2. Address
3. Telephone
4. Email Address
5. A brief explanation of the situation/issue
6. What action you are requesting
7. Supporting documentation (including presentation materials)
 - Documents accepted are Word, Excel, PDF, PowerPoint, Publisher and JPEG. Files sizes must be less than 12MB in total when emailed.
8. Cost estimates

Supporting documentation must be included with the original request. Late submission of such material shall result in deferral of the speaking opportunity to a future meeting date, in order to allow the Board opportunity for meaningful consideration of the materials before the meeting. Additional documentation or altered documentation submitted after the agenda deadline will also result in a deferral to a future meeting date.

Deadline:

All agenda item requests must be received in the Commission Office no later than 4:00pm on the Wednesday prior to the meeting. If the request is not received by the deadline, it will be considered for the next available Commission meeting. Dependent upon the nature of the agenda item request, placement may be deferred until a future meeting date in order to allow Staff time to review and provide documentation.

Notification:

If your request is placed on a meeting agenda, you will be notified of the agenda item placement either by email or telephone on the preceding Thursday afternoon of the Commission Meeting date, the agenda item number and the approximate time it may be heard before the Board.

On the Commission Meeting Day:

Hard copies of the meeting agendas are located in the back of the Commission Chambers in the bookshelves.

Once your agenda item is announced by the Chair, please approach the podium and state your name for the record before presenting your request to the Board. Speak clearly into the microphone while facing the Board, not the audience addressing the Board as a whole through the Chair. Comments to individual Commissioners, Staff, other speakers or audience members is not permitted.

Disclosures:

All meetings are recorded and live streamed. All comments made are a part of the public record.

The meeting agenda and applicable supporting documentation are considered public information and will be available to the media and the public as part of the meeting packet.

The Board will maintain order and decorum at all meetings and will remove anyone who becomes disruptive, abusive or fails to conduct themselves in a respectful manner during the meeting or during any break or recess of a meeting.

Discussion and Board action is limited to the specific subject as noticed on the meeting agenda.

For additional questions or concerns, please contact the Commission Office at (605) 394-2171.

Public Agenda Item Submission Form

Please complete the following required information:

1. Name: _____

2. Address: _____

3. Telephone: _____

4. Email address: _____

5. A brief explanation of the situation/issue:

6. What action are you requesting:

7. Supporting documentation included:
(Description of documentation submitted)

8. Cost estimate (if applicable): _____