

TETON COUNTY ADMINISTRATIVE POLICIES

**Public Meetings Attendance and
Participation**

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Idaho's Open Meetings Law, found in Idaho Code title 74 chapter 2, ensures that public business by public agencies takes place in official public meetings that citizens can attend. The Board of County Commissioners (BoCC) for Teton County and their appointed committees and commissions that govern or advise on County business are required to follow state statutes for noticing meetings including the date, time, place, and agendas for those meetings.

The purpose of this policy is to establish guidelines for public attendance and participation in Teton County's public meetings, in accordance with Idaho laws. This policy also addresses remote access to public meetings, guidelines for public comment, and maintaining order during meetings.

Section 1. Notice of meetings and agendas

1. The Board of County Commissioners and its appointed committees and commissions, will abide by all state requirements outlined in IC 74-204, regarding the noticing of meetings and agendas.
2. The Board of County Commissioner (BoCC) has regular business meetings on a schedule established in January for the upcoming year. Regular meetings of the BoCC generally occur on the second and fourth Mondays of the month, starting at 9am. Occasionally these meetings have to be changed in order to accommodate the Board of County Commissioners' other obligations.
3. Agendas for regular meetings of any board, commission, or committee are required to be posted online, and in the courthouse forty-eight (48) hours before the start of the meeting.
4. The BoCC also schedules Special Meetings and Work Sessions as needed outside the regular BoCC meetings. Special Meetings are for business that needs to happen between regular meetings, generally due to time sensitive needs of various County departments. Work sessions are scheduled as needed for more in depth discussions on specific topics or issues.
5. Agendas for special meetings of any board, commission, or committee are required to be posted online, and in the courthouse twenty-four (24) hours before the start of the meeting.
6. The Teton County Planning and Zoning Commission generally meets on the Second Tuesday of the Month at 5pm.
7. Advisory Committees include Wildlife Advisory Committee, Recreation and Waterways Advisory Committee, Historic Preservation Commission, and Impact Fee Advisory Committee. The occurrence rate of these meetings can be found on the Teton County website.
8. The Teton County Joint Housing Authority notices their own meetings on their website, tetonvalleyhousing.org.

Section 2: Attendance

1. Per Idaho Code 74-203, "...all meetings of a governing body of a public agency shall be open to the public and all persons shall be permitted to attend any meeting...".
2. In person attendees are asked to sign in to the meeting when they arrive and remote participants are asked to identify themselves, on screen, with their full name when they join a meeting.

Section 3: General Rules of Decorum

1. All cellular phones or other electronic devices shall be silenced to avoid disrupting the public meeting.
2. Persons attending the meeting shall not disrupt the meeting or carry on conversations in the meeting room while the meeting is in session.
3. Persons attending the meeting shall be respectful of others and refrain from using profanity, insults, or making verbal or non-verbal outbursts such as clapping, cheering, booing, hissing, or any other sound that disrupts the meeting.
4. No comment or statement shall be made unless that person is first recognized by the presiding officer. Upon being recognized by the presiding officer, a commenter must first state their full name, where they live, and who they represent, if anyone, before making a comment.
5. The Chair of the board, committee, or commission or their designated substitute is the presiding officer for the meeting
6. Public comment shall be directed to the Board, Committee or Commission and shall not be directed towards others in the room. Only comments related to the topic under consideration, as stated on the agenda, will be allowed.

Section 4: Open Mic during Board of County Commissioner meetings

1. Idaho Code does not require allowance for public comment during official County meetings, except during public hearings.
2. The BoCC provides an opportunity for the public to address the board when Open Mic is listed on the meeting agenda.
3. Advisory committees and boards are not required to provide an opportunity for public comment, but they may choose to with the consent of the presiding officer. If public comment is to be taken on a specific item, it should be noticed on the agenda
4. Public Comments shall be completed in three minutes, unless a longer time frame is allowed by the presiding officer.
5. Each individual speaker must state their full name and address for the record.
6. Public comments during Open Mic should identify the item on the agenda that will be addressed (unless an item is specifically scheduled for a public hearing already).
7. The public may request that the Board, Committee, or Commission consider an item not on the agenda to be added to a future agenda.

8. In the event that a person cannot attend a meeting, they may submit a written comment no later than Wednesday by 5 p.m. MT to commissioners@tetoncountyidaho.gov and the County Manager will read it during “Open-Mic”.
9. Written “Open-Mic” submissions shall be limited to no more than 400 words.
10. Public comment should not be derogatory or offensive. Criticism of County staff members will not be permitted during Open Mic. Complaints should be made in writing to the staff person's supervisor.
11. During Open-Mic, comments shall not address pending land use or other quasi-judicial applications or County personnel matters.
12. If additional time is needed to accommodate those wishing to comment, the presiding officer may request that additional comments be submitted in writing.

Section 5: Remote Access

1. The Board of County Commissioners and its appointed committees and commissions may utilize zoom or other remote participation software. If utilized, Teton County will include the Meeting ID on the agenda.
2. All remote attendees of Teton County meetings must follow rules set forth in section 1 of this policy, in addition to the following rules:
 - a. Microphones must be muted until the presiding officer has recognized someone specific to speak.
 - b. In order to be called upon, remote attendees must raise their hand, either physically with the camera turned on, or through the “raise hand” feature within the remote participation application.
 - c. Speak clearly into the microphone for the benefit of live meeting attendees.
 - d. Ensure that anything in the background is free from derogatory, inappropriate, or threatening language or imagery.
 - e. During official meetings, the chat feature will be turned off. If you are experiencing technical difficulties, please contact the County Clerk kkeeley@tetoncountyidaho.gov or call the office of the clerks 208.776.8111.
3. Per Idaho Code 74-205, “Neither a full transcript nor a recording of the meetings is required, except as otherwise provided by law.”
4. The presiding body may utilize meeting recording software, resulting in a public record of the meeting, and may elect to post that record on the Teton County website. This typically occurs within a month.
5. Should a record be created, the offices of the Commissioners and the Clerk will be the custodians of the record.
6. If a member of the public would like to request that a specific meeting be recorded by the County, the presiding officer reserves the right to allow/deny said recording. Such requests should come to the office of the Commissioners’ two business days prior to the start of the meeting.