

## **LONG RANGE PLAN PUBLIC MEETING PROCESS**

### **Due Notice of Public Meeting**

Notice of public meeting must be printed as a legal notice in a newspaper of general circulation twice with an interval of seven days between each publication. Use Form OCC-2D, *Notice of Public Meeting for Review of Long Range Plan*. Each notice must run for one day. At least 20 days must elapse between the first publication and the date of the public hearing.

A copy of the newspaper proof of publication must be forwarded to the Commission.

### **Public Meeting Procedure**

- Call the meeting to order.
- Introduce district board members who are in attendance.
- Announce the purpose of the meeting.
- Ask those present if they would like to identify themselves. The district personnel must record the attendance of each person identified.
- Distribute copies of the district's LRP to those present.
- Give a concise summary of the LRP proposed by the district.
- Call for comments and questions. The district board and/or employees should answer the questions to the best of their knowledge.
- Request that all comments and questions introduced during the meeting be forwarded to the district office in written form or handed in at the conclusion of the meeting.
- Adjourn the meeting.

The directors should give careful consideration to all comments and suggestions received during the public meeting and decide if they should be adopted as part of the LRP. If there are no changes to be made in the LRP it is ready for printing. If there are changes to be made in the LRP a final copy with the changes incorporated should be sent to the Commission office.