

Public Comment Policy:

The McCurtain County Tourism Authority (MCTA) acknowledges that public comment is not required under the Oklahoma Open Meetings Act. However, MCTA would allow citizens an opportunity to present their views on the matters of MCTA items of business. When time allows, the representatives of the public may speak when it is on the agenda at the end of the meeting. When public comment is included on any agenda the following guidelines must be followed:

All persons seeking to comment must sign in prior to the start of the meeting, each person may be limited to 2-8 minutes for a total time for public comment this will be depending on the size of the agenda and amount of guest in attendance at the discretion of the board. If you are speaking on behalf of a group, only one person from the group should be designated as the speaker for the group. Be courteous, polite, and respectful when addressing the board. Speakers may only speak about items listed on the agenda. The board is not permitted to respond to the speaker making public comments, board members may only listen. The board may discuss comments during the relevant agenda items only but may not engage in a dialogue directly with the speaker or any other member of the public unless expressly included on a separate agenda item. It is suggested that if someone wants to bring something to the board they need to be on the agenda. To get on the meeting agenda, they must contact the director or a board member and request to be put on the agenda 7 days prior to the meeting. Anything over 2 minutes should really be put on the agenda and addressed as an agenda item.

Open Records Request Policy:

In accordance with the Oklahoma Open Records Act, any person can request records of the McCurtain County Tourism Authority. A request

must be made in writing by the individual and forwarded to the board and the director. The staff and board will work together to ensure records are provided in a timely manner. Records will not be available the day they are requested. Records will be scanned and emailed unless it is requested by the individual making the request that they be received in a different format. It will be documented when the requestor is sent the records and how. Charges will be at the discretion of the board depending on the amount of information requested.

Records Destruction Policy:

Minutes, board rosters, and annual audits from McCurtain County Tourism Authority must always be kept. All other documents and forms of communication, including meeting packets, advertising reports etc. can be destroyed after 7 years if the year of items has been audited and audit is on file.