



## Missouri Highways and Transportation Commission Policies

**Category:** COMMISSION  
**Subcategory:** Meetings

### DELEGATIONS

#### Scheduled Presentations

In order to be responsive to members of the public, elected officials, and others requesting time on the Commission's agenda, requests from the public are investigated by MoDOT staff to ensure mutual understanding of the matter prior to the issue being placed on the agenda. In keeping with that sentiment, the following process is used to schedule public presentations before the Commission.

1. Requests for a public presentation at a Commission meeting are sent to, or channeled through, the Secretary to the Commission.
2. The Secretary forwards the request to the Director and/or staff for a "top-down" review. Many times this review includes communications with the district/division and with the person making the request to ensure that the issue is thoroughly understood.
3. In those cases where the MoDOT staff cannot accommodate the desires of the individual or delegation making the request, the Director and/or staff advises the Secretary to the Commission to place the item on the Commission's agenda.
4. Scheduled presentations will be limited to ten minutes plus an additional five minutes, if needed, for questions from the Commission. Variance from this time allotment will be at the sole discretion of the Chair.
5. An individual or delegation may present an issue one time in a 12-month period.

#### Exceptions to the above process:

The Commission **will** schedule good-will presentations from chambers of commerce, cities, and counties, etc., from the area where the meeting is being held.

The Commission **will not** schedule presentations on the following issues:

1. **Right of Way Negotiations** - Matters pertaining to right-of-way negotiations because a statutory process is in place to resolve such issues.
2. **Employee Concerns** - Matters pertaining to issues specific to individual employees because a process is in place for investigation of employee grievances.
3. **Litigation** - Matters in active litigation because the Commission is represented by counsel.
4. **Highway locations** - Matters pertaining to the location of highway improvements must follow the review process set out above.
5. **Repeat Issues** – Once a presentation has been made by a delegation and a Commission decision rendered thereon, future requests must follow the review process set out above and will be considered only if information to be presented

by the delegation was unknown to the Commission and could have affected its decision on the issue.

### **Unscheduled Presentations**

Members of the public who have not scheduled presentations before the Commission may speak to the Commission on transportation-related issues by signing in at the registration desk by the time designated on the Commission meeting agenda. Comments will be limited to five minutes per person, ten minutes per topic. An individual or delegation may present an issue one time in a twelve-month period.

Effective Date: October 3, 2018

Supersedes Policy Dated: November 7, 2013

Last Reaffirmed:

Date of Origin: November 7, 2013

Related Commission Minutes: January 10, 1922; January 11, 1922; April 12, 1927; August 13-14, 1945; March 11, 1946; November 7, 2013 – Comprehensive Policy Review. October 3, 2018 added divisions to review process and modified to gender neutral terms.