

Economic Development Corporation of Clark County, Arkansas
Public Agenda Item & Public Comment Policy

Adopted by the EDCCC Board of Directors – July 28, 2026

Purpose

The Economic Development Corporation of Clark County, Arkansas, (“EDCCC”) is committed to conducting its meetings in compliance with the Arkansas Freedom of Information Act, Arkansas Code Annotated § 25-19-101 et seq., and in a manner that promotes transparency, public participation, professionalism, and orderly business operations while also protecting confidential and proprietary information related to economic development projects, negotiations, and prospective business activity.

This policy is intended to provide a clear and consistent process for placing items on meeting agendas and for receiving public comments during public meetings.

Section 1: Meetings and Agendas

In compliance with Arkansas law, all meetings of the EDCCC shall be public meetings, whether in person or conducted remotely.

In compliance with Arkansas law, the time and place for all regular EDCCC meetings shall be provided to anyone that requests the information at least three (3) days before the public meeting takes place in order that the public may have representatives at the public meeting. This requirement does not preclude a governing body from adding items to an agenda after the agenda has been furnished or posted.

The agenda for each regular meeting of the EDCCC and, if the meeting is held remotely, the remote access link, shall be made available and posted on the Arkadelphia Alliance's Facebook page at least three (3) days prior to the meeting.

The agenda for each special or emergency meeting of the EDCCC and, if the meeting is held remotely, the remote access link, shall be made available and posted on the Arkadelphia Alliance's Facebook page at least two (2) hours prior to the meeting in conjunction with the meeting notice provided to the news media.

In accordance with Arkansas law, a recording of a meeting shall be maintained by EDCCC for a minimum of one (1) year from the date of the meeting and shall be maintained in a format that may be reproduced upon a request made in compliance with the Arkansas Freedom of Information Act.

Certain project discussions may be limited in public materials when necessary to protect confidential or proprietary business information to the fullest extent permitted under Arkansas law.

Section 2: Submission of Agenda Items

Any EDCCC board member may request that an item be placed on a future meeting agenda.

Members of the public, elected officials, partner organizations, or stakeholders may also request consideration of an agenda item by submitting the request in writing to the CEO or Board Chair.

A. Deadline for Requests

Agenda item requests should be submitted in writing to the EDCCC board chair or CEO no later than seven (7) days prior to the scheduled meeting to allow adequate review and preparation of meeting materials.

B. Required Information

Agenda requests should include:

- Name and contact information of the requesting party;
- A brief description of the matter to be discussed;
- Any requested board action; and
- Supporting documentation, if applicable.

C. Agenda Determination

The Board Chair, in consultation with the CEO, shall prepare the meeting agenda consistent with applicable laws, organizational bylaws, and appropriate and relevant to the business and authority of the EDCCC.

Agenda requests may be deferred, referred to committee, or denied if:

- The matter falls outside of the authority of the EDCCC;
- The request is repetitive;
- The topic concerns confidential or proprietary matters protected by law or contractual obligation;
- The matter involves confidential or proprietary information protected by law, contract, or economic development confidentiality considerations that could jeopardize ongoing negotiations, recruitment efforts, competitive business interests, or economic development opportunities for Clark County.

Nothing in this policy shall prevent the EDCCC from amending an agenda during a meeting as permitted by law or adding time-sensitive matters necessary for the conduct of business.

Section 3: Public Comment

Public Participation

Public comment is encouraged as part of the EDCCC's commitment to transparency and civic engagement.

Individuals wishing to speak during the public comment period should arrive prior to the meeting being called to order to sign in before the meeting begins. To ensure the efficient and orderly conduct of the meeting, no additional sign-ins for the public comment period will be accepted after the meeting has been called to order.

Sign-in and Public Comment Procedures

1. Sign in prior to the call to order of the meeting with the board chair or CEO
 - a. Sign in to include:

- a. Speaker's name and any affiliation
 - b. If applicable, identification of the specific agenda item the speaker would like to address. Public comment on items not on the agenda may be heard during a general comment period and should be limited to matters relevant to the business of the EDCCC.
2. Any person who has signed in prior to the call to order and requested to speak on an agenda item shall be recognized by the Chair during the Board's consideration of that agenda item. The opportunity for public comment shall occur during the Board's discussion of the agenda item and before the Board takes a vote or other action on the matter. Each speaker shall be allowed up to five (5) minutes to present comments.
3. Public comments on an agenda item or during the general comment period shall be subject to reasonable time limitations established by the Chair to ensure the orderly conduct of meeting business. The Chair may limit the amount of time allotted to each speaker and may establish a maximum aggregate time for public comment. Unless otherwise determined by the Chair, individual comments shall be limited to five (5) minutes or less per speaker, and the aggregate public comment period shall be limited to thirty (30) minutes or less.
4. Speakers shall conduct themselves in a respectful and orderly manner. The Chair may take reasonable steps necessary to preserve order and ensure the efficient conduct of the meeting. The Chair may rule comments out of order that include:
 - Personal attacks
 - Threatening or abusive language
 - Profanity
 - Disruptive behavior
 - Repetitive remarks
 - Comments unrelated to EDCCC business
5. Board members and staff are not required to respond to questions or engage in debate during public comment periods. Issues raised during public comment may be referred to staff, committee review, legal counsel, or future agenda consideration as appropriate.

Section 4: Policy Review

This policy may be amended, revised, or suspended by majority vote of the EDCCC Board at any duly called meeting.