



Idaho Department of Lands
Agency Guidance Document
[State Land Board](#)
Boise Staff Office
(208) 334-0200
comments@idl.idaho.gov

Land Board Meeting Guidelines

In accordance with [Executive Order 2020-02, Transparency in Agency Guidance Documents](#), guidance documents promulgated by the department are not new laws. They represent an interpretation of existing law, except as authorized by Idaho Code or incorporated into a contract.

Agency Contact

Management Assistant, Director's Office

Contents

1. Definitions
2. General Provisions
3. Meetings
4. Meeting Agenda
5. Appearances
6. Conduct of Meetings
7. Reconsideration of Prior Board Decisions
8. Policy Review
9. Board Committees and Subcommittees
10. Public Notice – Meeting Notices and Agendas

GUIDELINES FOR REGULAR AND SPECIAL MEETINGS OF THE STATE BOARD OF LAND COMMISSIONERS

GUIDELINE 1. DEFINITIONS

1.a. "Board" means the State Board of Land Commissioners. The Governor is the President of the Board.

1.b. "Secretary" means the Secretary to the Board and the Director of the Department of Lands.

1.c. "Department" means the Department of Lands.

GUIDELINE 2. GENERAL PROVISIONS

2.a. Procedure governed. These guidelines shall govern all practice and procedure before the Board and the Department during regular and special meetings of the Board. Contested case hearings held by the Board, or the Department, shall be conducted under the Rules of Practice and Procedure before the State Board of Land Commissioners, IDAPA 20.01.01.

2.b. The principal offices of the Board and the Department will be located in or near the Statehouse Mall, presently 300 North 6th Street, Suite 103, Boise, Idaho 83702.

2.c. Written communications and documents concerning any matter covered by these guidelines should be addressed to the Secretary, State Board of Land Commissioners, Idaho Department of Lands, PO Box 83720, Boise, Idaho 83720-0050, or to the Director, Idaho Department of Lands, at the same address. All communications and documents are deemed to be officially received when delivered to the Board's principal office.

2.d. Identification. Communications should be specific to the subject(s) at issue and should be identified by the name and address of the communicant. When the subject matter pertains to a proceeding, the proceeding should be identified by appropriate name, number, or otherwise.

2.e. Liberal construction. These guidelines shall be liberally construed to secure just, speedy, and economical determination of all issues before the Board.

GUIDELINE 3. MEETINGS

3.a. The regular meeting of the Board shall be held on the third Tuesday of every month, commencing at 9:00 a.m., Mountain time, provided that a quorum of the Board is present.

3.b. Special meetings, as defined by Idaho Code § 74-202(6)(b), may be held at such times and places as the Board may designate on the call of the President or a majority of the Board. (Idaho Code § 58-103).

3.c. Executive sessions. The Secretary or any member of the Board may request an executive session in accordance with the Open Meeting Law, Idaho Code §§ 74-201 through 74-208.

GUIDELINE 4. MEETING AGENDA

4.a. Meeting agenda. Any member, or the Secretary, may place an item on the agenda for consideration of the Board until the agenda has been distributed by the Secretary. All matters for consideration by the Board in its regular meeting shall be communicated in writing to the Secretary no less than twenty (20) days preceding the date for the regular meeting. Only Board members and the Secretary may request a late addition (supplemental agenda item) to the agenda. Such supplemental agenda items may only be considered upon unanimous consent of the Board. The Secretary shall circulate the agenda to Board members no less than five (5) days preceding the date for the regular meeting.

4.b. Upon written notice to the President of the Board and the Secretary, any member who will not be present at a meeting may request to have an item removed from the agenda and that item shall not be considered. However, the item shall be considered at the next meeting of the Board unless, by unanimous consent, the Board agrees to further postponement.

GUIDELINE 5. APPEARANCES

5.a. Appearances before the Board. Any person or entity may petition to appear before the Board to request action, review, reconsideration, or special attention of the Board on any matter within the Board's constitutional and statutory responsibilities provided that on all matters within the authority of the Department, the person or entity should first exhaust all remedies within the Department. Any petition shall be given consideration by Board members and, if granted, shall be scheduled on the meeting agenda in accordance with Guideline 4.a. and shall not conflict with these rules concerning hearings, rehearing, or litigation on the same matter.

5.b. When an item before the Board draws a substantial number of visitors having identical or similar views, the presiding officer may ask the group to designate one or two speakers to represent the views of the entire group in the interest of time. If several speakers still wish to be heard, the presiding officer shall advise the audience how much time will be available for such speakers' presentation.

GUIDELINE 6. CONDUCT OF MEETINGS

6.a. Presiding officer. The Governor, as the President of the State Board of Land Commissioners, shall preside at all meetings of the Board. If the Governor is absent, the Secretary of State shall preside; if the Secretary of State is also absent, the Attorney General shall preside.

6.b. Rules of order. In general, meetings of the Board shall be conducted in an informal manner under Roberts Rules of Order; provided, that the Board may suspend the rules at any time by unanimous consent of the members present in order to conduct the business of the Board in a timely and expeditious manner.

6.c. Appeal of Department decision. Whenever the Secretary, acting as the Director of the Department of Lands, shall have rendered a decision in a matter formally appealable to the Board, such appeal shall not come before the Board until the Director shall have reconsidered the decision. Reconsideration may include holding a contested case hearing on the matter if the Director deems it necessary. A hearings officer appointed by the Director shall preside over the hearing, rule on all necessary procedural matters and prepare preliminary findings of fact, conclusions of law, and proposed order for the Director's consideration and final decision.

6.d. Contested case hearings. All contested case hearings held by the Department or the Board shall be conducted in accordance with the Administrative Procedures Act (Title 67, Chapter 52, Idaho Code), and the Rules of Practice and Procedure before the State Board of Land Commissioners, IDAPA 20.01.01.

GUIDELINE 7. RECONSIDERATION OF PRIOR BOARD DECISIONS

Reconsideration of Board decision. Prior to reconsideration of any previous decision concerning the same person, entity, or issue, the Board will first determine new evidence sufficient to justify reconsideration. If a Board member requests reconsideration, that member must have been on the prevailing side in the prior decision.

GUIDELINE 8. POLICY REVIEW

Periodic review of Board policies. The Board may review its policy and practices from time to time upon the motion of any member or petition of the Secretary.

GUIDELINE 9. BOARD COMMITTEES AND SUBCOMMITTEES

Board committees or subcommittees. From time to time the President or a quorum of the Board may create committees to handle specific matters before the Board or the Department. Committees shall consist of two or three members of the Board, appointed by the President of the Board. Committees are empowered only to investigate issues, advise the Department, and recommend policy or action to the full Board. Committees, which involve three Board members, do constitute a quorum of the Board and are subject to the notice provisions of the Open Meeting Law. From time to time the presiding officer, or a quorum of the Board, may appoint outside, interested parties to a committee to obtain the perspectives of others. Such appointments shall be ex officio (non-voting) and shall terminate when the specific issue, for which appointment was made, has been considered by the full Board.

GUIDELINE 10. PUBLIC NOTICE – MEETING NOTICES AND AGENDAS

10.a. Subscription Service. The Department of Lands will maintain a subscription service so that individuals and organizations may make a standing request, in writing, to receive notices of Board meetings and agendas.

10.b. Meeting Notices and Agendas. The Director's office will maintain a subscription list for selected information pertaining to notices and agendas of the State Board of Land Commissioners' meetings. Interested parties may be placed on this list by sending a written request including name, address and telephone number to:

Director
Idaho Department of Lands
300 North 6th Street, Suite 103
PO Box 83720
Boise, Idaho 83720-0050

10.c. Public Records. Additional information pertaining to the above items, if available, will be provided according to procedures governed by the Idaho Public Records Law, upon request, (Idaho Code §§ 74-101 through 74-126) at prevailing Department costs.