

## **BOARD MEETING RULES & PROCEDURES**

### **1000.02 - III – H. Public Participation in Meetings**

All meetings of the Board shall be open to the public. A person shall not be required as a condition of attendance at a meeting to register or otherwise provide his/her name or other information or fulfill a condition precedent to attendance. Any person shall be permitted to address the Board under agenda item "Visitors". S/he shall be recognized by the President. Give his/her name, home address, and the issue or agenda item upon which comments will be made. The Board, at its discretion, may alter the order of business to permit communications from the public at other times during the meeting.

In cases where individuals or groups desire to appear on the printed agenda of the meeting for the purpose of addressing the Board, a written request must be received by the President of the Board or the Superintendent's office not later than five (5) days prior to the date of the meeting. However, time shall be set aside during "Visitors" portion of each regular meeting to receive expressions from the public. Persons may be excluded from attendance at open meetings only for a breach of the peace committed at the meeting. The rules for public participation in meetings adopted by the Board shall be posted at the Administration Building located in the School District and are as follows:

1. The public participation portion of the meeting is limited to one-half (½) hour, but an exception will be made, if necessary, so that no one's right to address the Board will be denied.
2. Each person will be allowed to speak for up to five (5) minutes, except where the number of speakers exceeds the time limit. In those instances, the President of the Board of Education may either reduce the five (5) minute limit to a three (3) minute limit for each speaker or the Board of Education may waive the one-half (½) hour limit.
3. Each person wishing to address the Board of Education must identify himself or herself by name and address. If the person is representing an organization or group, the person should indicate whether the comments or presentation represents the official view of the organization or group.
4. If a delegation is present to address the Board, the delegation may select up to five (5) spokespersons to speak on its behalf, for a total of not more than fifteen (15) minutes.
5. All written statements should be given to the Secretary of the Board of Education, so that copies may be made available to members of the Board. All written statements and documents presented by an individual or group to the Board of Education during the meeting are considered public documents.
6. Individuals addressing the Board should take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against a School Board Member or School District Employee which are totally unrelated to the manner in which the Board Member or Employee perform his or her duties. If the comments constitute a complaint against a Board Member or Employee, the Board Member or Employee has the right to request a closed meeting.
7. Board of Education members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such issues will be referred to the Superintendent for investigation, study, and recommendation or designated as future agenda items for Board of Education consideration.

**Procedures Revised: 8-28-2017**