

GUIDELINES FOR CITIZENS WISHING TO SPEAK AT OPEN FORM

The School Board, as a representative body of the district, welcomes citizens to express interest in and concerns for the schools. Forty-five minutes is set aside at each regular meeting to give citizens an opportunity to be heard. The School Board agenda reflects the official business of the school district; time constraints and procedures are in place to assure an orderly process for each meeting.

Individuals or groups who wish to speak to the Board will be recognized during the Open Forum segment of the agenda. These guidelines govern citizen presentations:

- **Speakers must complete all information on the sign-up sheet. The sign-up is available online starting at 12:00 p.m. on the day of the regular meeting.**
- **Speakers must identify themselves and the topic on which they will be speaking.**
- **Priority is given to district residents.**
- **Each presentation is limited to three minutes. 15 three-minute slots will be available, with five stand-by slots if there is time remaining. The total Open Forum time is limited to 45 minutes.**
- **Public comment is for input only and not a question-answer debate or dialogue.**
- **If conduct during Open Forum becomes disruptive, unruly, or unsafe, the chair may recess the meeting. If the meeting is recessed because of conduct during Open Forum, no further public comment will be permitted when the meeting is reconvened.**
- In the event that a large number of people wish to address the Board on the same topic, the Board may request that spokespersons be appointed to speak on behalf of the group.
- The school board chair will recognize one speaker at a time. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceeding may be directed to leave.
- The following are inappropriate for the Open Forum and will **NOT** be allowed:
 - Signs or banners
 - Complaints against individual Board members
 - Complaints against individual employees of the District
 - Complaints or other private data related to students
 - Personal attacks of any kind
 - Physical violence, threats, or comments that incite violence
 - Comments that instill fear or cause disruption to the school board meeting
 - Cheering, booing, or any other form of interruption of a member of the board, school official, or speaker who has been recognized
- The presiding Board officer may terminate the remarks of any speaker who does not follow these guidelines. If a speaker persists after being asked to stop, that person's privilege to address the board will be terminated.
- A person who willfully violates data privacy is guilty of a misdemeanor (Minn. Stat. 13.09)

The School Board will listen and possibly ask clarifying questions, but will not try to resolve the issue at the meeting.

If the issue brought to the Board is not on tonight's agenda, the concern will be referred to the superintendent who will see that the appropriate administrator follows up with the speaker.

The School Board reserves the right to limit or restrict presentations as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.