

PUBLIC AND EMPLOYEE PARTICIPATION
AT BOARD OF EDUCATION MEETINGS

The Board recognizes its responsibility to the public and its employees concerning their needs to communicate with the Board of Education. This communication may take the form of proposals, complaints, inquiry, etc. Since it is the Board's intent to restrict meetings to a reasonable time limit, the presiding officer is directed to enforce the following limits regarding public and employee communication at Board meetings.

1. Requests for inclusion on the prepared agenda shall be forwarded to the Superintendent in writing no later than five days prior to the meeting at which the presentation or discussion is to take place. Requests should include the name of the speaker(s), the topic or concern, and the desired action from the Board. No personnel issues may be discussed in open session. If the concern or issue is with personnel, the Board will grant an audience in a closed executive session. Such presentations shall be limited to a maximum of five minutes after which the presiding officer shall inform the presenter to terminate the discussion. In exceptional cases where urgency of the topic warrants justification of continued discussion, the presiding officer shall entertain a motion to extend the five minute time limit.
2. At the beginning of such a presentation, the presiding officer shall require the presenters to identify themselves and to state the purpose of their presentations.
3. At the beginning of citizen or employee presentation, the presiding officer shall remind the presenter of the established time limits.

ADOPTED: 7/14/75; 8/22/05