

# B-2: Administrative Procedures

## School Board Meetings



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### REFERENCES

[Board Policy B-2: School Board Meetings](#)

[Utah Code Ann. §52-4-101 et seq., Open and Public Meetings Act](#)

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### PROCEDURES FOR IMPLEMENTATION

#### I. Board Meetings

- A. Board meetings will be noticed, conducted, and recorded in accordance with all applicable state laws, including Utah's Open and Public Meetings Act.
- B. All board meetings will be held within the geographic boundaries of the district except as permitted by state law.
- C. The board reserves the right to waive or alter these procedures if in the opinion of the board, it is warranted by the circumstances of any particular meeting.

#### II. Public Participation at Board Meetings

- A. The board recognizes the value of providing citizens with the ability to inform the board on issues of community interest.
  - 1. The board encourages public comment on district services and board policies.
    - a. The public comment period is intended to provide individuals with an uninterrupted opportunity to address the board and a time for the board to actively listen to its community members.
    - b. However, unless the speaker's topic is already on the agenda the board cannot deliberate or take action on items raised during the public comment period.
    - c. When appropriate, the board will direct district staff to follow-up with the speaker on the topic presented.
  - 2. Sign-up for the public comment period is handled on a first-come basis.
    - a. Patrons wishing to address the board may sign up in person, or by email or telephone until 5:00 p.m. on the day of the board meeting. Patrons may also sign up for public comment between 5:00 p.m. and the start of the open session of the board meeting using the sign-up sheet located outside of the board room.
    - b. Patrons must provide their name, phone number, email/ mailing address, and agenda item or topic they wish to discuss.
  - 3. A maximum of fifteen minutes will be allotted for public comment during board meetings (i.e., enough time for five individual speakers, three group presentations, or some combination thereof). This time limit does not apply to public hearings (e.g., boundary changes, truth-in-taxation).
    - a. Individual speakers will be given three minutes to address the board.
    - b. If a group of people wishes to address the board on the same subject, the group should select one or two speakers to make their presentation to the board. Groups are allotted five minutes to make their presentation to the board.
  - 4. After signing up for public comment, patrons will be provided a copy of these procedures for their reference.
- B. The board will not take public comment during board meetings on:
  - 1. personnel issues or statements regarding the character, professional competence, or physical or mental health of an individual; or
  - 2. complaints concerning bidding or contracts.Information regarding any of the above issues should be communicated to the superintendent at 440 East 100 South, Salt Lake City, Utah 84111, or at 801.578.8351.
- C. Employees and/or their representatives may not use the public comment period to address issues that should be raised through existing formal communication channels or established grievance or negotiations procedures.
- D. The board president will read speaker guidelines before receiving public comment.
- E. Speakers may provide printed material in support of their comments. If possible, any printed material should be provided to the superintendent's office in advance of the meeting to allow such material to be copied and distributed to the board.

- F. The public comment notice, which is published on every board meeting agenda, will be approved by the board. The currently approved notice is as follows:

**Note:** Persons requesting to speak to the board of education in an open meeting need to sign up prior to the start of the open session of the board meeting. Resolution of questions or responses to proposals should not be expected at this meeting; staff or others may be asked to research and/or prepare materials and solutions for a later time. Fifteen minutes total has been scheduled for persons requesting to speak. Three minutes will be allotted for individual requests, and five minutes will be allotted for group requests. If we receive more requests than the allotted time permits, those requests may be scheduled for the next board meeting. Your concerns may be submitted in writing to the superintendent's office for distribution to the board of education at any time.

- G. Speech that defames individuals or interrupts the public business of the board will not be tolerated and may be cause for removal from the meeting.
- H. In accordance with state law, any individual who engages in disorderly conduct during a board meeting may be removed from the meeting by appropriate legal means and may be subject to criminal prosecution.
- I. In accordance with state law, the board may schedule other public meetings or hearings to receive public input on specific issues.

### III. Local Governmental Participation in Board Meetings

- A. The mayor of Salt Lake City, or his/her designee, may attend and participate in board discussions held in the open meeting portion of any board meeting.
- B. The mayor of Salt Lake City may attend and participate in board discussions held in the closed meeting portion of any board meeting if:
1. the board invites the mayor to attend and participate; and
  2. the closed meeting is held for the purposes of discussing the board's disposition or acquisition of real property, and the mayor does not have a conflict of interest in respect to the real estate disposition or acquisition.

### IV. Invited Presentations

- A. The board frequently receives reports and information from various individuals and groups which enable the board to carefully consider issues, and make well-informed decisions that best serve the district. Accordingly, the utmost care should be taken to provide accurate information to the board. Presenters should make every effort to comply with the following procedures:
1. Any written information, including PowerPoint presentations, should be submitted to the superintendent's office by Tuesday morning one week prior to the Tuesday board meeting.
  2. All information should be concise, meaningful, and as clear as possible. Presenters should focus their presentation on the critical aspects of their report, referring to other submitted materials only as necessary.
  3. All numerical data presented to the board should be collected and compiled in accordance with the rules of statistical rigor, including denoting the sample size and showing trends over time.