



ATHENS-MEIGS EDUCATIONAL SERVICE CENTER

21 Birge Drive/PO Box 40

Chauncey, Ohio 45719

740-797-0064

www.athensmeigs.com

Heather Wolfe, Superintendent/Laura Dukes, Interim Treasurer

Policy 0169.1

Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent in writing no later than five (5) days prior to the meeting and include:

- name and address of the participant;
- group affiliation, if and when appropriate;
- topic to be addressed.

The Public Participation Form can be:

- emailed to Heather.Wolfe@athensmeigs.com,
- mailed to PO Box 40, Chauncey, Ohio 45719,
- or dropped off at 21 Birge Drive, Chauncey Ohio 45719.

Such requests shall be subject to the approval of the Superintendent and the Board President.

In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public participation at every regular meeting of the Board and establish rules to govern such participation in Board meetings.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

1. Public participation shall be permitted as indicated on the order of business and/or at the discretion of the presiding officer.
2. Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting.
3. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, and group affiliation, if and when appropriate.
4. Each statement made by a participant may be limited to five (5) minutes as determined by the presiding officer.
5. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.

Athens-Meigs Educational Service Center has dedicated itself to providing equal admission opportunities, equal education opportunities, and equal employment opportunities to all people regardless of race, color, faith, and national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or on the basis of legally acquired genetic information.



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6. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
7. The presiding officer may:
 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 3. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
8. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes unless extended by a vote of the Board.



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PUBLIC PARTICIPATION REQUEST FORM

Please complete this form and return to the Superintendent no later than seven (7) days prior to the meeting.

Name _____

Address _____

Group or Affiliation Organization (if applicable) _____

Topic of Comment

Have you discussed your concern with the staff member, teacher and/or administrator? YES NO

Have you discussed your concern with the Superintendent? YES NO

Signature _____

Date _____

Return to:

Athens-Meigs Educational Service Center
Attn. Superintendent
21 Birge Drive, P.O. Box 40
Chauncey, OH 45719

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