

Public Participation in Open Meetings**PUBLIC ATTENDANCE**

The public and the news media are permitted to attend all open meetings of the Board. No person may be required to identify himself in order to attend any such meeting.¹

EXCEPTION

The chairman may impose conditions upon attendance at a given meeting only if such conditions are required for the maintenance of order.¹

PUBLIC PARTICIPATION

Individuals or groups should contact the Board Secretary in advance of the next regular meeting in order to be placed on the agenda. Any delegation appearing before the Board promoting the same position on an issue shall appoint a spokesperson to address the Board.

If time prohibits advance notice, opportunity to address the Board may be given at the "Recognition of Visitors" item on the agenda or at the time of particular reference to a specific topic.

SPEAKERS

Persons wishing to address the Board must first be recognized by the chairman.

The chairman may require the name and address of the speaker. The chairman may rule on the relevance of the topic to the Board's agenda. The chairman may also establish time limits for speakers as may be required to maintain order and to ensure the expedient conduct of the Board's business.

STAFF COMMUNICATIONS

Staff members or staff organizations who wish to present formal communications or reports to the Board shall submit them through the Superintendent.

REFERENCE:

¹[KRS 61.840](#)

RELATED POLICIES:

01.45

10.2

Adopted/Amended: 7/11/2013

Order #: 2013-1184

Public Participation Procedures

The Madison County Board of Education provides the public two (2) opportunities to address the Board during a board meeting.

1. If individuals or groups wish to speak to the Board regarding an item on the meeting agenda, they may do so by:
 - Completing the form provided at the Board meeting, pick up the form at the District's office at 301 Highland Park Drive in Richmond, or print the form from the District website, and
 - Submitting the form to the Board Chair before the Board meeting.
2. If individuals or groups wish to speak to the Board regarding a topic not on the meeting agenda, they may do so by:
 - Completing the form provided at the board meeting, pick up the form at the District's office at 301 Highland Park Drive in Richmond, or print the form from the District website, and
 - Submitting the form to the Board secretary no later than five (5) working days before the Board meeting. If approved by the Board Chair to speak, based on requirements of Board policy and procedures, individuals will be notified and placed on the Board meeting agenda following the Consent Agenda at the next scheduled Board meeting.

All persons addressing the Board must:

- State their name, address, whether or not he or she is an employee of the District, and the subject to be addressed;
- Not address matters regarding individual personnel issues that are solely the purview of the Superintendent under Kentucky law.
- Recognize that grievances are processed through the District's Grievance Complaint Policy and Procedures, which afford the subject of a complaint the opportunity for response and due process, per Madison County Board Policies 03.16 and 03.26.

NOTE: The authority of the Board Chair to preside shall include the option to terminate the presentation of any individual who chooses:

- To engage in repetitive, abusive, harassing, and/or defamatory remarks; or
- To exhibit behavior or make statements that disrupt the orderly conduct of the meeting.

Review/Revised:4/16/2015

Request to Address the Board

REGARDING AGENDA ITEMS FOR TONIGHT’S MEETING

*NAME: _____

**ORGANIZATION OR GROUP: _____

*HOME ADDRESS OR EMAIL ADDRESS: _____

*AGENDA ITEM YOU WISH TO ADDRESS (EXAMPLE: 6.D.E.): _____

*Must complete
**Must complete if you are the spokesperson for a group (3 or more) or for an organization

Individuals may address the Board for a maximum of five (5) minutes, as determined by the Board Chair. Speakers should state their name, address, whether they are an employee of the District, and the agenda item to be addressed. Individuals also may share their ideas with the Board in writing.

REGARDING A TOPIC NOT ON THE MEETING AGENDA

Notify the Board secretary no later than five (5) working days prior to the Board meeting and provide the following information:

*NAME: _____

**ORGANIZATION OR GROUP: _____

*DAYTIME PHONE NUMBER: _____

*HOME ADDRESS OR EMAIL ADDRESS: _____

*TOPIC YOU WISH TO ADDRESS: _____

*Must complete
**Must complete if you are the spokesperson for a group (3 or more) or for an organization

Individuals may address the Board for a maximum of five (5) minutes, as determined by the Board Chair. Speakers should state their name, address, whether they are an employee of the District, and the agenda item to be addressed.

NOTES:

1. The authority of the Board Chair to preside shall include the option to terminate the presentation of any individual who chooses:
 - To engage in repetitive, abusive, harassing, and/or defamatory remarks; or
 - To exhibit behavior or make statements that disrupt the orderly conduct of the meeting.
2. Grievances are processed through the District’s Grievance Complaint Policy and Procedures, which afford the subject of a complaint the opportunity for response and due process, per Madison County Board Policies 03.16 and 03.26.

Individuals should contact the Board’s administrative assistant for more information.