



Strasburg School District 31J

Policy:	File:
Guidelines for Public Meeting Conduct and Comments by Citizens	BEDH – E
Adopted:	Revision:
	December 2022

The Strasburg School District 31J Board of Education values the input of citizens in making important decisions that affect the District’s students and welcomes citizens to observe Board meetings and offer public comment.

To ensure citizens have an opportunity to offer public comment and to ensure that the Board can conduct the important business of the District, the Board will designate a portion of each regular meeting to hear public comment concerning matters within the Board’s authority. Individuals shall not interfere with the ability of other citizens to observe the Board meeting or offer comment or otherwise interfere with the ability of the Board to conduct its business.

Generally, School Board Members do not respond to public comment during the meeting. The Board will listen to all comments and may direct the Superintendent to follow-up on an item for future discussion.

The following rules of conduct apply to all public comment:

1. Members of the public who intend to offer public comment to the Board shall sign up for comment using the online form provided no later than 1 hour prior to the meeting time. At the time of sign up, speakers shall identify the topic of their comment and whether or not they are a student. Speakers are expected to become familiar with and adhere to these Guidelines.
2. Public speakers will be limited to 3 minutes each.
3. The Board President will set the order of speakers and shall call student speakers first. Only those speakers recognized by the Board President will be allowed to speak. Comments by others are out of order. The Board President may request a spokesperson for a group that shares common concerns.
4. Once called to comment, speakers shall come to the designated podium and state their full name, spelling their last name, home address, and reason for wishing to speak. Each speaker is allotted three minutes for public comment. Speakers may decline to comment when their name is called but may not yield their allotted time to other speakers.
5. Materials intended for consideration by the Board should be left with the Secretary. No materials are to be distributed directly to Board members. Speakers may not use videos or slide presentations to accompany their comment.
6. Speakers shall not identify a student by name in open session without the permission of the student and the student’s parent. Using a student’s name without permission will result in the Board President terminating the speaker’s remaining time for comment.
7. All speakers must treat each other and the Board and District staff with civility. Speakers are welcome to offer constructive criticism motivated by a sincere desire to improve the quality

of the educational program or to equip the schools to do their tasks more effectively. The Board encourages citizens to exercise their free-speech rights in a responsible manner and to refrain from personal attacks against individuals, recognizing that defamatory comments may be subject to legal action.

8. The Board President may interrupt, warn or terminate a speaker's comments that are unrelated to the business of the school district, inappropriate for PK-12 students, or disruptive to an orderly, productive meeting. If disruptive, the citizen causing the disruption may be directed to leave the Board meeting.