

BOARD OF EDUCATION

SCHOOL BOARD MEETINGS - Public Participation

The Board of Education welcomes attendance by members of the public and the school staff at its meetings. It also wishes to encourage the expression of opinion on matters under consideration by the Board. However, personal criticism and/or derogatory remarks directed at School Board members or employees of the district are out of order and will not be tolerated.

As amended by Public Act 83-787, The School Code of Illinois provides that:

“At each regular and special meeting which is open to the public, members of the public and employees of the district shall be afforded time, subject to reasonable constraints, to comment to or ask questions of the Board.” (105 ILCS 5/10-6, 5/10-16, 5/34-19.1)

The Board shall conduct the business of the District in an orderly and efficient manner, and will, therefore, require reasonable controls to regulate public presentations to the Board.

Public Comments – Open

The President shall invite comments by the audience during the section of the meeting designated for public comment. Each speaker shall be limited to a three minute presentation. All meetings of the Board of Education which are open to the public are a matter of public record. Each speaker recognized by the President shall complete a “Request to Address the Board - Open” form prior to the beginning of the Board meeting and submit it to the Board Secretary. The individual shall also state his or her name and address and the general subject of concern at the outset of the presentation to the Board.

The School Board President may deny a person the opportunity to speak for more than three (3) minutes. The President may deny the opportunity to speak to a person who has previously addressed the Board on the same subject within the last two (2) months.

Public Comments - Published Agenda

Staff members and citizens of the community who wish to be placed on the published agenda to present a recommendation, request, or to present information must submit a request to be on the Board agenda. The request must be submitted in writing, stating the reason for the request, and must be received in the Unit Superintendent’s Office no later than 1:00 PM on the Tuesday

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preceding the Board meeting. In the event the Unit Office is closed (due to holiday, etc.), the request will be due on the last business day preceding the meeting by 1:00 PM. The President shall invite comments by the audience during the section of the meeting designated for public comment. Each speaker shall be limited to a five (5) minute presentation. The person wishing to be heard by the Board shall first be recognized by the President and shall then identify himself/herself and proceed with his/her comments.

The School Board President may deny a person the opportunity to speak for More than five (5) minutes. The President may deny the opportunity to speak to a person who has previously addressed the Board on the same subject within the last two (2) months.

The “open” portion of the Public Comments agenda item will allow for a maximum of fifteen (15) minutes. The President of the Board may, upon the request of any member of the public seeking to make comments to or ask questions of the Board, reasonably extend these time constraints. Citizens who have requested to be on the “published agenda” will be provided time outside of the fifteen (15) minutes limited for “open” Public Comment.

Speakers during the public comment/participation period may offer such objective criticisms of school operations and programs as concern them. However, in public session, the Board will not hear personal complaints of school personnel nor against any person connected with the school system. The Board will consider and dispose of legitimate complaints involving individuals in accordance with established Board policy.

Comments and questions at a Regular Meeting may deal with any topic related to the Board’s conduct of the schools. Comments at Special Meetings must be related to the call of the meeting. In the event that several members of the public are present at any meeting to speak on the same subject, the President of the Board may ask them to appoint a member to act as a representative or spokesperson for purposes of making public comments.

Items that are not on the regular agenda but are added to the agenda at the start of the meeting may be discussed during the meeting, but no action will be taken at the meeting. A response to specific questions or clarification of district policies will be made either at the end of the “Public Comments” session or if related to an agenda item, the response may come during Board discussion of that item. If a response is not available, the person(s) posing the question will receive an answer by mail in a timely fashion.

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The Board of Education is not a forum; it is a deliberative body. Accordingly, it receives communications, both oral and written, as a medium of information. It does not debate the contents of such communications, but considers them in making decision and in the establishment of policies.

*LEG. REF.: 105 ILCS 5/10-6, 5/10-16, 5/34-19.1

ADOPTED: October 20, 1982

REVISED: January 18, 1995

REVIEWED: May 20, 1998

REVISED: September 23, 1998