

<h1>POLICY</h1>	2024	1500
	By-Laws	

Subject: Public Sessions and Guidelines for Citizen Input

Public Sessions

All Board of Education meetings must be open to the public. A “meeting” is defined as an official convening of a public body for the purpose of conducting public business. A “public body” is an entity which requires a quorum to conduct business, including committees, subcommittees, or similar divisions of a public body.

Whenever a Board of Education meeting is to take place, there must be at least seventy-two (72) hours advance notice of the meeting, conspicuous posting of the notice of the meeting in one (1) or more designated public locations, and recording of minutes.

Public Participation

When a public comment period is designated for a public session, the Williamson Central School District Board of Education will permit members of the public to comment on matters appearing on the agenda at the meeting. All speakers will limit the length of their comments to two (2) minutes or less. Generally, the Board of Education will allot ten (10) minutes for public comment prior to the adjournment of the meeting. Written remarks may be provided to the Board if time expires before a speaker completes their remarks. Individual speakers will be expected to state their name and the specific agenda item they wish to address prior to making any comments and to provide the District Clerk with their contact information for purposes of follow-up, if deemed necessary. Although the Board will not respond directly to individual comments at the meeting in which they are made, items brought to the attention of the Board may be taken under advisement for future consideration, response, action, or follow-up with the speaker. Issues related to specific District students or employees, whether positive, negative, or neutral, must be brought to the attention of the Superintendent of Schools privately in order to safeguard privacy. The Board reserves the right to terminate a speaker’s comments if their comments are in excess of two (2) minutes, are repetitive, or are not appropriate for discussion in an open public forum. All visitors are reminded to abide by the District Code of Conduct, and to be respectful and courteous both as speakers and as audience members. We are a community focused on bettering public education for our students, some of whom may be present.

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Subject: Public Sessions and Guidelines for Citizen Input (Continued)

Guidelines for Citizen Input

Citizens who wish to have an agenda item considered for an upcoming meeting may do so by filling out the Citizen Input Request Form at least seven days prior to the meeting. The inclusion of items is at the discretion of the Board President with input from the Superintendent. Please note that this process is solely for the Board to consider adding an item to the agenda for them to discuss. Additionally, the President and/or Superintendent may schedule a meeting with you to discuss any proposed agenda items before their inclusion.

Chapter 704 of the Laws of 1979
Public Officers Law Sections 97, 99, 100, 101

Approved: Board of Education
May 11, 1994

Approved: Board of Education
June 22, 2005

Approved: Board of Education
January 14, 2009

Approved: Board of Education
January 30, 2013

Approved: Board of Education
May 8, 2024