

B-2: Administrative Procedures

School Board Meetings - Participation in Board Meetings



REFERENCES

[Board Policy B-2: School Board Meetings](#)
[Utah Code Ann. §52-4-101 et seq., Open and Public Meetings Act](#)

PROCEDURES FOR IMPLEMENTATION

I. Public Comment – Written and Verbal

- A. The board recognizes the value of providing individuals with the ability to inform the board on issues that are germane to the authority of the board.
- B. The board encourages public comment on district programs and board policies.
- C. Written Public Comment
 1. Members of the public may submit written public comments for inclusion in the official minutes of the board meeting.
 - a. Written public comments must be
 - i. emailed or hand-delivered to the superintendent or board president and be clearly marked as "WRITTEN PUBLIC COMMENT"; or
 - ii. submitted online using the form available [here](#).
 - b. Any written public comments must be received before the start of any given board meeting in order for such comments to be included in the minutes of that board meeting.
 - i. Written public comments received after the start of a board meeting will be included in the minutes of the next board meeting.
- D. Verbal Public Comment
 1. A public comment period will be placed on the agenda of each board business meeting agenda.
 - a. Board work/study/planning sessions and emergency meetings will not have a public comment period, but members of the public are encouraged to submit written public comments to the board using the process outlined in Section I.C. above.
 2. The public comment period is intended to provide individuals with an uninterrupted opportunity to address the board and a time for the board to actively listen to its community members.
 - a. However, unless the speaker's topic is already on the agenda the board cannot deliberate or take action on items raised during the public comment period.
 - b. When appropriate, the board will direct district staff to follow up with the speaker on the topic presented.
 3. Sign-up for the public comment period is handled on a first-come basis.
 - a. Patrons wishing to address the board may sign up in person, by telephone, or online [here](#) until 4:00 p.m. on the day of the board business meeting. Patrons may also sign up for public comment between 5:00 p.m. and the start of the open session of the board business meeting using the sign-up sheet located outside of the board room.
 - b. Patrons must provide their name, phone number, email/mailling address, and agenda item or topic they wish to discuss.
 4. A maximum of fifteen minutes will be allotted for public comment during board business meetings. This time limit does not apply to public hearings (e.g., boundary changes, truth-in-taxation).
 - a. Speakers will be given three minutes to address the board.
 5. After signing up for public comment, patrons will be provided a copy of these procedures for their reference.
 6. The board will not allow public comments during board meetings that are slanderous, obscene, or otherwise violate state or federal law.
 7. Employees and/or their representatives may not use the public comment period to address issues that should be raised through existing formal communication channels or established grievance or negotiation procedures.
 8. The board president will read speaker guidelines before receiving public comment.

9. Speakers may provide printed material in support of their comments. If possible, any printed material should be provided to the superintendent's office in advance of the meeting to allow such material to be copied and distributed to the board.
10. The public comment notice, which is published on every board business meeting agenda, will be approved by the board. The currently approved notice is as follows:

Note: Persons requesting to speak to the Board of Education in a board business meeting need to sign up prior to the start of the open session of the board meeting. To sign up to speak during the public comment portion, please contact the superintendent's administrative assistant by phone at 801.578.8351 or use the online form available [here](#); individuals may also sign up in person prior to the start of the board business meeting however there is no guarantee that space will still be available. Resolution of questions or responses to proposals should not be expected at this meeting; staff or others may be asked to research and/or prepare materials and solutions for a later time. Fifteen minutes total is scheduled for persons requesting to speak. Three minutes will be allotted for each speaker. If the board receives more requests than the allotted time permits, those requests may be scheduled for the next board business meeting. At any time written public comments may be submitted to the superintendent's office or [online](#) for distribution to the board and inclusion in the official board meeting minutes.

11. In accordance with state law, any individual who substantially disrupts a board meeting may be removed from the meeting by appropriate legal means and may be subject to criminal prosecution.
12. In accordance with state law, the board may schedule other public meetings or hearings to receive public input on specific issues.

II. Local Governmental Participation in Board Meetings

- A. The mayor of Salt Lake City, or his/her designee, may attend and participate in board discussions held in the open meeting portion of any board meeting.
- B. The mayor of Salt Lake City may attend and participate in board discussions held in the closed meeting portion of any board meeting if:
 1. the board invites the mayor to attend and participate; and
 2. the closed meeting is held for the purposes of discussing the board's disposition or acquisition of real property, and the mayor does not have a conflict of interest in respect to the real estate disposition or acquisition.

III. Board Authority to Modify Procedures

- A. The board reserves the right to waive or alter these procedures if in the opinion of the board, it is warranted by the circumstances of any particular meeting.