

Public Participation at School Board Meetings

[Policy 903](#) governs Public Participation at West Chester Area School Board Meetings.

Public meetings are scheduled to be held in the Spellman Education Center, 782 Springdale Drive, Exton, PA but may be held virtually if necessary. Any changes to meeting schedules or locations are advertised in accordance with Pennsylvania law and posted on the district website.

Meetings are livestreamed on [WCASD YouTube channel](#).

Procedural Guidelines for Public Comment

- **In person meetings:** All individuals wishing to participate in a public Board meeting shall fully complete and provide all required content of the Public Comment Registration Card prior to the designated start of the meeting. Registration cards will be available inside the board meeting room prior to the start of the meeting.
- Virtual meetings: Residents wishing to make public comment must register for both the Teams meeting and on the google comment sheet. Registration will open once the packet is posted on BoardDocs. Both the Teams meeting and the google comment sheet will close at 12 noon on the day of the meeting.
- The board requires participants to be residents or taxpayers of the district, any district employee or district student.
- Participants must be recognized by the presiding officer or designee and must preface their comments by an announcement of their name and township or borough.
- Each speaker must limit comments to three (3) minutes or less. A timer will begin after the speaker gives their name and township. Commenters may not cede their time to other individuals.
- The Board asks that all commentary be directed to the Board as a whole.
- Please remember that public comments at meetings are not question and answer sessions.

Public Comments during Monthly Board Meetings

There are two designated public comment times:

- There is a public comment section at the beginning of the meeting for agenda items only (Public Comments on Agenda Items). These are comments on agenda items the board is voting on during the meeting.
- There is a public comment section (Comments from Residents) at the end of the meeting.
- [The School Board Meeting Agenda Packet](#) is posted on the website prior to the scheduled meeting (24 hours prior).

Public Comments during Committee Meetings or Work Sessions

Public comments on agenda items *only* will be taken at the beginning of the meeting prior to voting. The Committee Chair or designee will call residents in the order in which they registered. [The Committee Meeting Agenda Packet](#) is posted on the website prior to the scheduled meeting (24 hours prior).