



Strasburg School District 31J

Policy:	File:
Guidelines for Public Meeting Conduct and Comments by Citizens	BEDH – E
Adopted:	Revision:
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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, adult speakers shall come to the designated podium and state their full name, spelling their last name, home address, and reason for wishing to speak. Student speakers do not need to include their home address, but will need parent/guardian permission as well as a parent/guardian present, to address the board. 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.

Guidelines for Public Meeting Conduct and Presentations by Citizens

The Strasburg School District 31J Board of Education values the input of citizens in making important decisions that affect Strasburg's children. We also believe in the right of citizens to observe Board meetings.

To ensure citizens have an opportunity to attend School Board meetings and offer citizen comment, and to ensure that the Board can conduct the important business of the District, speakers must observe certain basic rules of conduct.

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

The following guidelines apply to all public comment.

1. Individuals wanting to be included on the Board agenda must meet with the Superintendent at least 24 hours prior to the scheduled Board meeting.
2. Under no circumstance will students be identified by name in open session. Using a student's name will result in the Board President terminating the speaker's statement.
3. All members of the public attending School Board meetings must treat each other and the Board with respect. All presenters must comply with FERPA regulations.
4. Individuals are not permitted to engage in conduct that interferes with the ability of other citizens to watch the Board meetings, interferes with the ability of other citizens to offer citizen comment to the Board, or interferes with the ability of the Board to conduct its business.
5. The public may not use videos or Power Point presentations to accompany their testimony.
6. Members of the public who intend to offer public comment to the Board must sign up for comment with the Superintendent before each Board meeting. The Board President has discretion to call on those who have signed up and set the order of speakers (District students should identify themselves as such and they will be called upon first).
7. Individuals who sign up to testify to the Board must indicate the topic of their intended testimony.
8. The Board President may request a spokesperson for a group that shares common concerns.
9. Individuals offering citizen comment must stand at the podium designated for their use.
10. Prior to beginning of a testimony, adult individuals must state their full name, spell their last name, home address, and reason for wishing to speak. Student testimonies do not need to include their home address but will need parent/guardian permission as well as have a parent/guardian present in order to address the school board.
11. Each citizen must limit his or her comments to one three-minute presentation during the meeting to allow sufficient time for others to also offer citizen comment and for the Board to conduct its business.
12. Individuals offering citizen comments are not permitted to make personal attacks on any individual.
13. Individuals who address personalities rather than issues will not be heard.
14. The Board President may interrupt, warn or terminate a speaker's statement that is

unrelated to the business of the school district, is inappropriate for PK-12 students, or is disruptive to an orderly, productive meeting.

All presenters must sign this form that they have read the guidelines and will adhere to them before they are allowed to make a presentation.

_____	_____
Signature	Date

_____	_____
Parent Signature (if a student)	Date