HEWLETT-WOODMERE UFSD **Policy 1230**

( ) Required
(X) Local
(X) Notice

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Education encourages public participation on school related matters at Board meetings, as outlined in this policy.

There are two separate opportunities for the public to be heard at Board Meetings:

- Questions or comments on agenda items only
- Questions or comments on non-agenda items

The President will invite questions or comments on the above items at the appropriate times during the meeting. If members of the public wish to have a record of name and topic in the minutes and re-cap, a speaker's card should be submitted to the District Clerk prior to addressing the Board.

All questions should be directed to the Board, not the audience or any specific individual, and only through the Board's President, who acts as the chairperson of each meeting. Each member of the audience may be limited to speak only once during this time period. Any group or organization wishing to address the Board must identify a single spokesperson. Speakers are asked to observe the following protocols:

1. Please state your name and community of residence.
2. Please use the audience microphone.
3. Please address your question or remarks to the Board through its President.
4. Please limit the time of your remarks as requested by the chair.
5. Please do not include any references to personnel or students of the school district by name. Comments that reference specific individuals by title in a manner that makes them clearly identifiable will not be permitted. Please refrain from any personal attacks.
6. Audience comments/questions may be limited based on time restraints, audience size, and/or agenda length.

The Board will not permit in public session discussion involving individual district personnel or students. Persons wishing to discuss matters involving individual district personnel or students should present their comments and/or concerns to the Superintendent during regular business hours.

All speakers are to conduct themselves in a civil manner. Obscene language, libelous statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated.

Persons making presentations at a Board meeting will address remarks to the President and may direct questions or comments to Board members or other district officials only upon the approval of the President. Board members and the Superintendent shall have the privilege of asking questions of any person who addresses the Board.

Questions and comments from the public concerning matters which are not on the agenda will be taken under consideration and referred to the Superintendent for appropriate action. Persons wishing to have matters included on the agenda shall contact the Superintendent in accordance with Policy 2342, Agenda Preparation and Dissemination.

The President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented, as outlined in this policy and applicable provisions of law and regulation, and subject to the Board's parliamentary procedure. The President shall have the right to discontinue any presentation which violates this policy.

Cross-ref: 2342, Agenda Preparation and Dissemination

Ref: *Matter of Martin*, 32 EDR 381 (1992)
Appeal of Wittneben, 31 EDR 375 (1992)
Matter of Kramer, 72 EDR 114 (1951)
NYS Department of State, Committee on Open Government, OML-AO-#2696 (Jan. 8, 1997), OML-AO-#2717 (Feb. 27, 1997), OML-AO-#4292 (Dec. 6, 2006)

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