



**JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT**  
**BOARD of EDUCATION**  
**MEETING and PUBLIC COMMENT PROCEDURES**

Welcome to the Jackson County Intermediate School District Board of Education meeting. The board meets in public for the purpose of conducting the school district's business, but the meeting is not to be considered a public community meeting. It is our policy to provide the public reasonable access to the Board of Education and in order to accomplish this in an orderly, efficient, and effective manner, certain guidelines have been established.

1. The location and dates of all meetings are published in advance.
2. Members of the public who wish to contact Board members outside of Board meetings are encouraged to use the Board member's district email addresses.
3. All agendas of the Board of Education include an item identified as "Visitor Recognition and Comment," which takes place in the early part of the meeting.
4. For the purpose of identification in the official meeting minutes, in-person visitors are asked to sign an attendance roster. Anyone wishing to address the Board, or comment on an agenda item, will be required to register a form ahead of the meeting call-to-order. The form will be available at the entrance of the meeting: name, legal address, topic for their remarks, and if applicable, the organization represented.
5. The chairperson may limit the discussion depending on the number of persons wishing to address the Board on a given topic, or on a given night. Duration of individual public comment will not exceed three (3) minutes. All remarks shall be directed to the Board, not to staff or other visitors.
6. The Board of Education reserves the right to establish additional rules or procedures it deems appropriate to a particular item on the agenda, or for a particular Board meeting. Such rules or procedures will be announced at the opening of a board meeting, or prior to the discussion of a specific agenda item.
7. Pursuant to Michigan law, a Board member on active military duty who is unable to participate in the meeting in-person, will be allowed to participate in the meeting remotely when approved by the Board President.

As elected state officials, we believe open communication is of vital importance in maintaining quality services to local school districts. Meeting facilities will generally accommodate access to and participation in Board meetings; however, any person needing an additional accommodation to participate in the meeting should contact the office of the superintendent at 517.768.5200 in advance so a reasonable accommodation can be arranged.