

Dupree School District	NEPN Code: BDDH
Policy Manual	

Public Participation at Board Meetings

The Dupree School Board recognizes and respects the input which may be provided by the public on school district matters. Regular, special, and emergency meetings of the school board are open to the public; however, matters addressed in Executive Sessions of the board pursuant to SDCL 1-25-2 are not open to the public. The school board, as an elected representative body of the school district, wishes to provide an opportunity for citizens to express interests and concerns related to the school district. The public is encouraged to attend School Board meetings.

Board meetings are conducted for the purpose of carrying on the official business of the school district. The meetings are not public forum meetings, but are meetings held in public.

Members of the public may be present, observe and listen to the School Board conduct its business and may speak during the time indicated on the agenda.

At a public hearing held by the school board, there is usually one topic presented by the District and discussed. The public is given the opportunity to speak and be heard on the topic which is the reason for the public hearing. This type of meeting allows for public participation under the rules designed specifically for that meeting.

Persons Wishing to Address the School Board

Persons speaking during the Comments from the Public time on the agenda shall not cause public inconvenience, annoyance, or alarm to the school board or any person, and shall not engage in threatening behavior, make unreasonable noise, be disruptive, boisterous, argumentative, or threatening, shall not make comments which are disrespectful to one or more persons, including students, and shall not use profanity. They may not give oral complaints regarding District personnel or personnel actions. Complaints against school employees or related to sexual harassment or bullying, must be addressed according to specific District policies KL, ACAA and JFCD.

To assure that the board may conduct its meetings in a respectful and efficient manner, the procedure for public participation at regularly scheduled monthly school board meetings is as follows:

1. Before the meeting is called to order, an individual who desires to speak must complete and sign the form provided and present it to the Business Manager. The form requires the person's name, who the speaker is representing, and the topic to be addressed.
2. During the time designated on the agenda, the board President will recognize the person who signed up to speak and the person may speak on the topic according to the rules set forth in this policy.
3. A speaker shall be granted five minutes to present comments to the school board. Upon receiving request for an extension of time from the speaker, the President, at his/her discretion may grant an additional amount of time. Additional extensions may be granted only upon a majority vote of school board members present and voting.
4. Should a number of persons wish to address the school board on the same topic, or should the comments become repetitious, the President, in his/her sole discretion, may shorten the time for comments to two minutes per person in order that persons wishing to address the school board may be heard and still allow the school board sufficient time to conduct its agenda business.

5. A speaker may ask the board for clarification of an issue. As appropriate, the President may authorize a school board member or the administration to clarify the issue; however, the speaker may not engage in debate or discussion with the board or administration. School board members may ask clarifying questions of the speaker.
6. The President has the authority to terminate the remarks of any individual when they do not adhere to the procedures established above.

Adding an Item to the School Board Meeting Agenda

Any person or delegation (with one person being the spokesperson for the delegation) making a specific request for an item to be placed on the school board agenda must present a written request to the Superintendent for the item to be placed on the school board meeting proposed agenda. The written request must be submitted to the Superintendent at least five calendar days before the school board meeting. The requests may not be complaints regarding District personnel or personnel actions. Complaints against school employees or related to sexual harassment or bullying, must be addressed according to specific District policies KL, ACAA and JFCD.

The procedure is as follows:

1. The specific request to add an item to the agenda shall clearly identify what is being requested and why, signed by the person making the request, and include the person's name, address, email and telephone number.
2. The Superintendent will forward the request to the school board President and the President will decide whether the item will be placed on the proposed agenda or should be addressed via other means. The President may consult with other board members individually prior to making the decision.
3. If the item is placed on the agenda, the person or spokesperson for the delegation who has submitted the request will be granted ten minutes to explain the issue to the school board. Upon receiving a request for an extension of time from the speaker, the President, at his/her discretion may grant an additional amount of time. Additional extensions may be granted only upon a majority vote of school board members present and voting.
4. In the sole discretion of the school board, requests to the school board for specific action related to the item placed on the agenda may be:
 - Deferred until the next regular meeting or a special school board meeting, and added to the meeting agenda for discussion purposes only, or
 - Added to the next regular meeting or a special board meeting agenda for discussion and possible action, or
 - Not acted on

Authority of President

The board vests in its President the authority to terminate the remarks of any individual when they do not adhere to the procedures above. The President may also terminate the right of a person to speak at a school board meeting should the person cause public inconvenience, annoyance, or alarm to the school board or any person, engage in threatening behavior, make unreasonable noise, disturb or be disruptive of an official

school board meeting, or when comments are disrespectful to one or more persons, boisterous, argumentative, threatening, or contain profanity.

If an individual does not follow this policy or the guidelines for speakers, the board may suspend the speaker's privilege to come before the board. A person with suspended privileges may communicate with the board in writing.

If deemed necessary by the President, he/she may contact local law enforcement to have a person removed from the meeting as it is a violation of law for a person to intentionally cause or create a risk of serious public inconvenience, annoyance, alarm or disturbance at a school board meeting.

Legal References:

SDCL 1-25-1	Official meetings open to the public
SDCL 1-25-2	Executive or closed meetings
SDCL 13-32-6	Disturbance of school as a misdemeanor
SDCL 13-8-39	Management of schools by board - general powers
SDCL 22-18-35 (3)	Disturbing any lawful assembly or meeting of persons without lawful authority

Cross References: BD School Board Meetings

Reviewed:	9 November 2020
Adopted:	9 November 2020