

BOARD OF EDUCATION MEETINGS

In order to facilitate active public participation at board meetings, certain procedures must be established. The following guidelines are presented so that visitors may appropriately bring matters of concern to the attention of the board while still enabling the board to conduct important business matters:

- A. Subjects exempted by the Open Public Meetings Act will not be discussed by the board and should be addressed with the appropriate staff or the board privately.
- B. Persons who wish to address the board must do so during one of the public portions of the meeting unless, through prior arrangement with the person, testimony or comments are specifically permitted by the Board during another portion of the meeting.
- C. Public comment periods shall be up to 15 minutes in length and may be extended by vote of the board.
- D. Each person who wishes to speak shall begin by giving his/her name and address. .In order to allow all those who wish to speak, the time and opportunity to do so, each ~~person~~ speaker will be allotted two minutes to address the board.
- E. If someone has already spoken, he/she shall wait until all others who wish to address the board for the first time, have had their turn.
- F. All comments must be addressed to the presiding officer of the board and not to individual board members, administrators and/or members of the audience.
- G. Only one person may address the board at a time. Should the audience become disrespectful of a speaker or of the board or if the audience becomes unruly the presiding officer may end public participation.
- H. The presiding officer shall be responsible for orderly conduct of public participation and shall rule on such considerations as:
 - 1. The appropriateness of the subject;
 - 2. Who shall be called upon to respond to the speaker if a response is appropriate and/or required.

By a majority vote of those present the board may reverse the presiding officer's ruling on such matters.

- I. If the matter broached by a speaker is one which cannot be properly answered by an administrator or board member at that particular moment, the presiding officer may advise the speaker that a response will come by letter or email and may be discussed at a subsequent meeting of the board, after sufficient fact-finding by the administration or board.

Adopted: April 11, 2005
Revised: June 27, 2011