

## **POLICY FOR COMMUNICATING WITH BOARD**

### **Citizen Participation at Board Meetings**

A citizen may request from the Superintendent or any Board member that an item be placed upon the agenda for consideration by the Board. Notification must be given to the Superintendent by 12 Noon, five (5) working days prior to the date of the agenda being posted for upcoming Board meeting. (The agenda is posted 48 hours before the upcoming Board meeting). The inclusion of any such item shall be subject to the approval of the President and Superintendent. Said notification must be submitted in writing with the following.

1. Name of Petitioner
2. Date of Petition
3. Statement of concern – to include as example; “who, what, when, where, and why”
4. To whom has the concern been given to before addressing the Board
5. Reasonable solution being offered by Petitioner

### **Public Participation at Board Meetings**

The purpose of a Board meeting is for the Board to conduct the District’s business and to deliberate and act upon matters before the board, unless the Board is specifically conducting a public hearing on a matter. The public is encouraged to attend and to observe meetings of the Board and to participate whenever a public hearing is being held.

District employees are also encouraged to attend Board meetings, but shall not be afforded the opportunity to address the Board at Board meetings on matters of personal nature relating to their employment, unless such right is otherwise granted by law or negotiated agreement.

District portions of regular meetings of the Board, limited opportunity may be provided for members of the public to make comments regarding items on the posted agenda. To make such comments related to items on the posted agenda, members of the public are to complete the required form and submit it to the Clerk of the Board before the meeting is called to order. Persons addressing the Board during the “Public Participation/Recognition of Visitors” portion of a regular Board meeting shall:

1. Be recognized in the order the clerk received the request;
2. Limit their comments to three (3) minutes or less;
3. Not be permitted to criticize individual or to engage in disruptive behavior.

If an extremely large number of requests to speak are received, the Board President may set a reasonable time limit for the total “Comments by the Public/Recognition of Visitors” portion of the meeting. The Board may extend the total time limit for comments set by the President by majority vote of the members present.

### **Public Decorum at Board Meetings**

In order that Board meetings operate smoothly and without disruption, the following guidelines shall be followed:

1. Members of the audience shall not interrupt any person who has been recognized as having the floor by the Board President.
2. Members of the audience shall not display or place banners or signs in the room where the Board meeting is to be held.
3. The individual dignity of neither Board members nor employees shall be subject to abuse during the proceedings. Comments from members of the public shall not be personal in nature referring to any Board member or school district employee.
4. Persons who cause a disruption or disturbance of a Board meeting shall be warned once by the Board President that such disruption or disturbance may result in eviction from the Board meeting. If the person continues such disruption or disturbance, the Board President may contact the Sheriff's Department or any other law enforcement agency and request that the person be removed from the Board meeting. In addition, the person may be charged with any possible criminal violations for the disruption or disturbance if the District decides to pursue charges.