

## CRESTVIEW LOCAL SCHOOL DISTRICT

### Public Participation at Board Meetings

Agendas will be distributed to all those who attend Board meetings. That section on the agenda for public participation will be marked with an asterisk. Noted at the bottom of each agenda will be a short paragraph outlining the Board's policy on public participation at Board meetings.

Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda.

If you wish to speak to the Board of Education, time is set aside at the beginning of each regular meeting for citizens to discuss issues of concern.

In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, ***a maximum of 30 minutes of public participation*** may be permitted at each meeting. If several people wish to speak, each person will be allotted three minutes until the total time of 30 minutes is used. During the at period, no person may speak twice until all who desire to speak have had the opportunity to do so. The period of public participation may be extended by a vote of the majority of the Board. Each person addressing the Board will give his/her name and address. \*

Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than five (5) business days prior to the meeting and include:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Topic \_\_\_\_\_

Organization \_\_\_\_\_

Such requests shall be subject to the approval of the Superintendent and the Board President.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct. The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business and/or at the discretion of the presiding officer.
- B. Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting.
- C. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting with the Board Treasurer or designee.
- D. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name and group affiliation, if and when appropriate.
- E. Each statement made by a participant shall be limited to three (3) minutes duration, unless extended by the presiding officer.
- F. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- G. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- H. The presiding officer may:
  - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
  - 3. call for recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
- I. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, unless extended by a vote of the Board.

***The Board will never take final action on a complaint during the meeting at which it is presented.  
We need to allow ourselves time to give the issue the review and study it warrants.***