

## **AUDIENCE PARTICIPATION**

The Board Chair is responsible for the orderly conduct of all School Board meetings, and shall rule on such matters as: the time to be allowed for public discussion, the appropriateness of the subject being presented and the suitability of the time allowed for such a presentation or discussion.

The Board will not discuss or allow public comment of any information or material that involves a concern/complaint against an employee, any confidential student information or other personally sensitive material in an open Board meeting, such information can only be discussed in a School Board executive session.

If citizens wish to express themselves regarding a specific school, staff member or child, dialogue should begin at the level closest to the issue/concern. The following steps apply:

**Step #1:** Make an appointment to confer with the appropriate staff member.

**Step #2:** Make an appointment to confer with the appropriate administrator.

**Step #3:** Make an appointment to confer with the District Superintendent.

**Step #4:** If unable to resolve the concern, and after all other avenues of communication have been attempted and exhausted, the citizen may request in writing a hearing/meeting before the Board of Directors.

All matters of a sensitive nature must go through the normal appeal process (stated above) before it comes before the Board to be discussed in executive session.

A person appearing before the Board shall not be permitted to discuss any motion pending before the Board except when the Board shall vote unanimously to hear such a discussion.

The Board reserves the right to refuse the recognition of an individual or to limit the length/time limit for presentation of public material.

### **Meeting Participation Protocol:**

1. Visitors may comment on items listed on the agenda if recognized by the Chair. Questions or comments are to be directed to the Board as a whole and may not be focused on an individual Board member or staff member/administrator.
2. It is the prerogative of the Board Chair to recognize people requesting the opportunity to make oral comments to the Board.
3. It shall be in order for Board members and/or the Superintendent to interrupt a speaker at any time to ask questions or make comment in order to clarify the discussion.
4. All persons when given the opportunity to speak shall address the Chair and state their name, city of residence and the topic to which they want to speak. It is emphasized that only one person at a time shall be authorized to speak. Common rules of courtesy shall prevail during School Board meetings.

5. Once recognized by the Chair, no more than **ten (10) minutes will be allotted to each Speaker** and no more than **twenty (20) minutes will be allotted to each subject** under discussion, except with unanimous consent of the Board.
6. If there are numerous requests to address the Board on the same subject, the Chair will normally request a single spokesperson to be assigned to represent the group at large. The Board has the right to overrule the Chair by majority vote of those members present.
7. No person less than eighteen years of age may address the Board unless accompanied by his/her parent, guardian, or teacher, except with the unanimous consent of the Board.
8. Public comments at Special Board meetings must be related to the listed agenda items.
9. Special Board meetings designated as Work Sessions include public comments only at the invitation of the Chair.
10. Special board meetings where large audience participation is expected on one specific subject may dictate different procedures be implemented. For example, the Board may seek a single spokesperson from each group represented to simplify the participation process.
11. While the smooth and efficient administration of all Board meetings is the District's goal, that efficiency should not come at the expense of open and candid community participation.
12. A brief summation of these participation guidelines will be read by the Board Chair prior to public participation.