

<b>MARION SCHOOL DISTRICT 60-3</b>	<b>NEPN Code: BEDH</b>
<b>SCHOOL BOARD GOVERNANCE AND OPERATIONS</b>	

## **PUBLIC PARTICIPATION AT BOARD MEETINGS**

Regular, special, and emergency meetings of the School Board are open to the public. Executive sessions 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 invited 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 the public. The School Board meeting, unless otherwise noted, is a legislative session. The purpose of such session is to discuss, deliberate and, when appropriate, take actions on issues presented to the School Board by the Superintendent or other School Board members. A School Board meeting for legislative purposes is not an open hearing on a topic or issue. A meeting established for the purpose of an open hearing on a topic or issue is a meeting in which action is not taken. Action may be taken only at a legislative session. The School Board may go into an open hearing during a legislative session at the discretion of the president.

The intent of this policy is to:

- Allow a fair and adequate opportunity to be heard
- Allow the superintendent to take action when policies have been established by the School Board on the subject of the request
- Provide adequate time for the School Board to obtain necessary information concerning the subject
- Ensure that time is devoted to the discussion and does not interfere with the fulfillment of the scheduled agenda

## **LEGISLATIVE MEETINGS**

At a legislative meeting of the School Board there two opportunities to address the School Board. The first opportunity is at the agenda item entitled delegations and the second opportunity is prior to the School Board discussion of an action or a first reading of a policy change item listed on the School Board agenda.

## Persons Wishing to Address the School Board during Delegations

- This agenda item is to be used by the public to address a school-related subject that is not listed on the specific School Board agenda.
- The person is limited to five (5) minutes regardless of the number of subjects the person wishes to cover.
- A person wishing to address the School Board on a school-related issue which is not on the agenda must sign up prior to the start of the meeting with the Business Manager or the Superintendent. The person wishing to speak must give his/her name, address and topic about which the person wishes to speak.
- The person may not give oral complaints regarding school personnel or personnel actions, or complaints identifying individual students. Such complaints are to be addressed using the school district chain of command policy. If no resolution is met with the parents they are to address the Superintendent in private or in writing.
- The person may not offer personal attacks against any individual.
- The Board President at his/her discretion, may request the administration or other School Board member to respond to a person addressing the School Board immediately following the input or may direct the administration to respond in writing.

## Public Input on Agenda Items

- Persons wishing to address the School Board on an agenda item must sign up with the Business Manager prior to the beginning of the meeting. Each person wishing to speak must give his/her name, address, identify the agenda item and whether he or she will be speaking for or against the item. The President may waive the requirement that a speaker must sign up to address an agenda item prior to the beginning of the meeting. However, if the waiver is granted, the speaker must sign up with the Business Manager prior to leaving the meeting.
- Persons wishing to address the School Board regarding an item on the agenda will have the opportunity to do so either prior to or following the School Board addressing the agenda item per discretion of the Board President.
- Individuals may address the School Board for a maximum of five minutes on an individual agenda item.
- A maximum of ten (10) minutes of testimony will be permitted per agenda item. If more speakers sign up to speak to an issue than time is available, the President may request that each side of the issue select a spokesperson to address each side of the issue.
- The person addressing the School Board on an agenda item may not engage in a debate with the School Board about the items. Each person is to state her/his position in a clear, concise

manner. The person may ask for clarification on an item. As appropriate, the School Board president may authorize a School Board member or the administration to clarify the issue.

#### Public Hearings

- Public hearings are required by State law and Board policy prior to certain actions (e.g. approval of the budget).
- Individual testimony shall be limited to three (3) minutes. At the discretion of the President, this limit can be extended.
- The public may address the Board without signing up prior to speaking.
- Anyone addressing the Board must give his/her name and address.
- The person addressing the Board may not engage in a debate with the Board or administration about the item. Each person is to state his/her position in a clear, concise manner. The person may ask for clarification on an item. As appropriate, the President may authorize a Board member or administrator to clarify the issue.

#### General Decorum

If a person does not follow the guidelines for speakers, she/he may be denied the privilege of speaking before the School Board. The length of the suspension may be at the discretion of the Board president, but may not exceed one year.

If one has lost speaking privileges before the School Board, the person may always communicate with the School Board in writing.

REVISED: January 12, 2011