

SUBJECT: PUBLIC PARTICIPATION AT BOARD MEETINGS

The public is welcome and encouraged to attend any and all regular or special meeting of the Board of Education. Whether an individual or group intends to speak at a meeting or observe, they must realize that the Board is required to conduct business essential to the operation and good order of the School District. To ensure that all meetings will be conducted in an appropriate and professional manner, the following guidelines will apply:

- a) The Board of Education asks that the request to speak be in writing, states the nature of the comments and is signed by the person to address the Board of Education;
- b) Visitors who wish to make a formal presentation other than a brief privilege of the floor are requested to notify the District Office at least 10 days in advance and ask to be placed on an agenda of a regular Board meeting;
- c) The President of the Board of Education may schedule the appearance of the individual, or defer the appearance to an appropriate future meeting based on the confidentiality and content of the subject matter. If the matter pertains to confidential information regarding a particular individual, regardless of whether he/she is a student, staff member or board member, in order to meet FERPA guidelines, this issue will require an Executive Session with the Board. The President of the Board may call the individual aside who is wishing to address the board, to determine whether public discussion of this subject would violate FERPA guidelines;
- d) There will be at least one opportunity at every board meeting set aside for visitor's comments which will be referred to as privilege of the floor. Each privilege of the floor will be limited to fifteen minutes in total; therefore no speaker will be permitted to speak for longer than five minutes unless otherwise authorized by the Board President. Large groups representing a similar interest will be asked to select a spokesperson;
- e) Each visitor who wishes to address the board will file with the Clerk of the Board a speaker registration form. Registration to speak applies to the meeting for which it is requested. If a resident does not speak at that meeting, they must reapply to speak at a future board meeting;
- f) Due to the time limitation, privilege of the floor is extended first to community residents, out of district parents that have custody of children attending our district, and employees. Speakers who register at least 24 hours in advance of the meeting will speak in order of their sign up. Residents who do not register 24 hours before the meeting will speak after those who signed up in advance, if time allows. Non-residents will receive last priority;

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- g) Speakers will adhere to the District's Code of Conduct. Speakers will not make verbal attacks or use individual employee's or student's names when making public allegations. The President of the Board of Education may terminate the privilege of any speaker who violates this policy to continue his/her address. If requested to terminate, the speaker must do so. Failure to follow this request to stop speaking may result in the speaker being removed by security staff. In extreme cases (when physical harm is threatened), the police may be summoned;
- h) Speakers involved in union negotiations may not negotiate publicly with the Board. Residents who are candidates in any state, federal, municipal, or Board of Education election will not use the board meeting as a personal campaign opportunity; nor shall former employees, after the termination of service or employment with the School District, appear before the board of the Churchville-Chili District in relation to any case, proceeding, or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration. Please refer to Policy #6110, Code of Ethics for All District Personnel;
- i) It is suggested that any issue, question or suggestion pertaining to an individual building first be directed to the principal of the building so that resolution may occur at that level. All public complaints about any facet of the school operation are subject to the procedures described in Policy #3230 Public Complaints;
- j) All persons in attendance should be advised that regular and special meetings are public in nature and may be audio/video recorded;
- k) All persons/bags may be subject to search. ID may also be required;
- l) Members of the audience who are not formally addressing the board are asked to be courteous and respectful and to not disrupt the meeting. The President of the Board has the right to have any audience member who disrupts the meeting removed from the premises.

After the individual or group has been heard, the matter will be taken under advisement and considered by the Board of Education. The Board of Education may advise the individual or group of its findings in person or by mail, at the Board of Education's discretion.

Adopted: 7/10/2001

Revised: 11/12/2002, 2/8/2011

Reviewed by Superintendent and Assistant Superintendent for Business Services on 10/9/2019 with no recommended changes; BOE agreed at 10/22/2019 BOE meeting