

GUIDELINES FOR CITIZEN PARTICIPATION AT BOARD OF EDUCATION MEETINGS

The process for allowing individual citizens to speak at Board of Education meetings will be as follows:

1. Persons who have signed up to speak by the time the meeting is called to order will be allowed to speak first. Citizens who sign up to speak will be asked to fill out a registration form. The Board President may allow other citizens to speak after the signed up speakers if time permits. The Board President may restrict public comment to residents/voters of the district at board hearings.
2. The Board President shall normally limit the speakers to three minutes. Normally, 30 minutes of the Boards' agenda time will be allowed for public input. The Board President may designate a person to time the speakers and signal the Board President when their time has expired.
3. Citizens are urged to find answers to education related questions by asking the appropriate administrator and following the chain of command on the district's administrative organizational structure (policy #2411), or by attending board committee meetings.
4. The Superintendent shall develop a process and form for responding to citizen concerns expressed at meetings.

The name and address, as well as the general area mentioned by speakers, will be recorded appropriately in the board minutes. Questions that are asked from these public input sessions shall be referred by the Board to the Superintendent or designee for reply. Copies or summaries of replies will be communicated to board members when appropriate. Communication can include, but is not limited to, phone calls and written communication. On occasion, questions that require investigation may require additional response time on the part of the administration. Under normal circumstances responses to questions will be given within five working days.

Adopted: December 8, 1993
Last Review Date: October 2001