

Clackamas Education Service District

Code: **BDDH**
Adopted: 5/20/09
Readopted: 6/16/15

Public Participation in Board Meetings

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites Clackamas County citizens to attend Board meetings to become acquainted with the program and operation of CESD. Members of the public also are encouraged to share their ideas and opinions with the Board when appropriate.

Individuals with hearing, vision, or speech impairments will be given an equal opportunity to participate in Board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids.¹

Auxiliary aids for persons with disabilities will be available at no charge to the individual.

All auxiliary aid requests must be made with appropriate advance notice. If such requests result in a fundamental alteration of the Board meeting, program, or activity, or add undue financial and administrative burdens, then alternative, equally effective means of communication will be used if reasonably possible.

This policy will be available upon request to those in attendance.

Audience

During an open session of a Board meeting, members of the public are specifically invited to present concerns during the designated portion of the agenda. At the discretion of the chair, further public participation may be allowed.

Request for an Item on the Agenda

A member of the public may request the superintendent place an item of concern on the agenda of a regular Board meeting. This request should be made in writing and presented to the superintendent for consideration at least five working days prior to the scheduled meeting.

Procedures for Public Participation in Meetings

The Board establishes the following procedures for public participation in open meetings. The purpose of these procedures will be to inform the public how to effectively participate in Board meetings for the best interests of the individual, CESD, and the patrons. The information will be easily accessible and available

¹Auxiliary aids include, but are not limited to, such services and devices as qualified interpreters, assistive listening systems, note takers, readers, taped texts, Brailled materials and large print.

to all patrons attending a public Board meeting.

1. Statements by members of the public should be brief and concise. The chair may use discretion to establish a time limit on discussion or oral presentation by visitors.
2. A visitor may be recognized by the chair by rising, identifying himself/herself with his/her full name and address, and stating his/her purpose for appearing.
3. A group of visitors with a common purpose should designate a spokesman for the group.
4. Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the chair.
5. A visitor speaking during the meeting may introduce a topic not on the published agenda. The Board, at its discretion, may require that a proposal, inquiry, or request be submitted in writing, and reserves the right to refer the matter to the administration for action or study.
6. Questions asked by the public, when possible, will be answered immediately by the chair or referred to staff members for reply. Questions requiring investigation may, at the discretion of the chair, be referred to the superintendent for response at a later time.
7. At the discretion of the Board chair, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing the Board secretary with a completed registration card prior to the Board meeting in order to allow the chair to provide adequate time for each agenda item.
8. The Board chair should be alert to see that all visitors have been acknowledged and thanked for their presence and especially for any contributed comments on agenda issues. Similar courtesy should be extended to members of staff who have been in attendance. Their return for future meetings should be welcomed.

Petitions

Petitions may be accepted at any Board meeting. No action will be taken in response to a petition before the next regular meeting. Petitions will be referred to the superintendent for consideration and recommendation.

Criticisms of Staff Members

Speakers may offer objective criticism of CESD operations, programs, and services, but the Board will not hear complaints concerning individual CESD personnel. The chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

END OF POLICY

Legal Reference(s):

[ORS 165.535](#)

[ORS 192.610 - 192.690](#)

[ORS 165.540](#)

[ORS 334.100](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
Americans with Disabilities Act Amendments Act of 2008.