

Public Participation in Board Meetings

1. Lay Advisory Committees

Lay advisory committees may be appointed by the Board to consider specific matters of district-wide importance. Such committees will, insofar as possible, be representative of the district and varying points of view. Recommendations of such committees will be given careful consideration by the Board, which will regard them solely as recommendations that cannot and do not relieve the Board of its legal responsibility. Lay advisory committees will be dissolved when the purpose for which they were established ceases to exist. All meetings of such advisory committees shall be considered open meetings and follow public meetings and records laws.

2. Public Communication to the Board

The Corvallis School Board values the opinions and input of community members. The public may offer comments during certain School Board meetings or correspond in writing via email or U.S. mail, as outlined below.

a. Written Correspondence

Letters, emails, and other written materials submitted to the Board are considered public record. They may be submitted via U.S. mail to: Corvallis School Board, Attn: Board Secretary, P.O. Box 3509J, Corvallis, OR 97339.

Emails may be sent to: schoolboard@corvallis.k12.or.us, and will reach all Board members as a group. Emails sent to this address also will be received by the Superintendent, Assistant Superintendent, Human Resources Director, Finance and Operations Director, and Executive Assistant to the Superintendent and Board of Directors (aka "Board Secretary").

Citizens may also contact Board members by telephone. Telephone numbers are available on the district's web site or by contacting the superintendent's office.

b. Public Comment at Meetings

Members of the public have the opportunity to share their ideas and opinions with the Board at certain meetings during the public comment portion of the meetings.

(1) To Request the Opportunity to offer Public Testimony

- (a) Complete a comment request card, which are provided at meetings when public comment will be accepted. Give the completed card to the Board Secretary before the meeting begins.
- (b) Complete all requested information. Failing to fully and clearly complete the card and/or to submit it to the Board Secretary before the meeting begins may affect your opportunity to offer comments at the meeting.

- (c) Although it is not required, you may wish to prepare a written statement from which to read during the meeting; if so, you may choose to leave your written comments with the Board Secretary to file with the official minutes of the meeting.
- (d) Although not required, you are welcome to provide handouts to the Board; if so, please bring 13 copies and give them to the Board Secretary to distribute.
- (e) The Board Secretary will sort cards, by topic, when they are completely filled out and submitted before the meeting starts. If there are several cards in one set/topic, the Board Secretary will draw one card from each set, in turn.
- (f) If more comment requests are submitted than can be accommodated during the allotted time on the Board's agenda, you might not be called upon to provide your comments. In that case, you may submit your comments in written form; see below for information.
- (g) When you testify, your name, address, and comments are matters of public record; however, students and staff are not required to provide their addresses.
- (h) Members of the Board and the superintendent may ask questions of a speaker or make comments in response to the speaker's remarks, but will not engage in conversation.

(2) Rules for Public Comment

- (a) When you're called on to comment, proceed to the podium/table in front of the Board. Only one person at a time is allowed to be at the podium/table, with exceptions at the discretion of the Board Chair.
- (b) State your name and the topic you will address. This is a matter of public record and will not count against your time.
- (c) Direct your comments to the Board. The Board chair will refer questions or requests for action to the appropriate person for response at a later date.
- (d) Keep your comments within the specified time allotted, usually three minutes, but it could be more or less at the discretion of the Board chair. You will be signaled when you have 30 seconds remaining and again when your time is up.
- (e) If others have spoken before you about the same issue, please state that fact and either decline to comment or limit your comments to points not already stated.
- (f) If a group wishes to speak, designate one spokesperson for the group; that person will stand at the podium/table. In order to maintain the meeting schedule, repetitious comments are discouraged.
- (g) Speakers may offer objective criticism of district operations and/or programs, but the Board will not hear complaints concerning individual district personnel. Any such complaints must be handled following the steps outlined in policy KL-Public Complaints and administrative regulation KL-AR-Public Complaints Procedure, copies of which are available at Board meetings and online.
- (h) Complaints regarding budget, programs, and/or other district issues should be handled by following the steps outlined in policy KL. Challenges of instructional resources or materials used by the district are subject to the rules and regulations of policy II/IIA-Instructional Resources/Instructional Materials.
- (i) Undue interruption or other interference with the orderly conduct of Board business cannot be allowed. Defamatory or abusive remarks are always out of order. The Board Chair may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct.