

## **Public Participation in Board Meetings**

All meetings of the Board except executive sessions will be open to the public. The Board invites citizens of the district to attend Board meetings so that they may become acquainted with the program and operation of their schools. Members of the public are encouraged to share their ideas and opinions with the Board.

It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others. 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<sup>1</sup> and services.

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

All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternative, equally effective means of communication will be used.

### **1. Scheduled or Unscheduled Communications by Visitors**

During an open session of a Board meeting, members of the audience are specifically invited to present concerns during the designated portion of the agenda.

### **2. Public or Patron Request for an Item on the Agenda**

A member of the public may request an item of concern be placed on the agenda of a regular Board meeting by so notifying the superintendent in writing at least five business days prior to the scheduled meeting.

### **3. Procedures for Public Participation in Meetings**

Procedures will be established for public participation in meetings of the Board open to the public. The purpose of these procedures will be to inform the public how to effectively participate in Board meetings. These written procedures will be accessible to all patrons attending a public meeting of the Board.

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<sup>1</sup>Auxiliary 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.

A patron 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 administration for action, for study or for a report at a subsequent meeting.

Any patron speaking to the Board should state his/her name and address and, if speaking for an organization, the name and identity of the organization. A group with a common purpose should designate one person to speak for the group.

Statements by members of the public should be brief and concise. The chair may exercise discretion to establish a time limit on discussion or oral presentation by a visitor on any topic.

Questions asked by the public will, when possible, be answered immediately by the chair or be referred to other Board members or staff members present for reply. Questions requiring investigation may, at the discretion of the chair, be referred to the superintendent for response at a later time.

At the discretion of the chair, patrons wishing to address the Board may do so by providing the Board secretary with a completed sign-in card prior to the Board meeting in order to allow the chair to provide adequate time for each agenda item.

#### 4. Petitions

Petitions in original form may be accepted at any meeting of the Board. Petitions will be referred to the superintendent for consideration and recommendation of appropriate action. If any action is taken in response to a petition, it will not be before the next regular meeting.

#### 5. Criticisms of Staff Members

Speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints concerning school personnel in regular session. The chair will direct such complaints to the appropriate means for Board consideration.

### END OF POLICY

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#### Legal Reference(s):

[ORS 165.535](#)  
[ORS 165.540](#)

[ORS 192.610 - 192.690](#)  
[ORS 332.057](#)

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).

#### Cross Reference(s):

KLD - Public Complaints about District Personnel \*