

### Public Comment at Board Meetings

1. Unless otherwise authorized by the Board chair, discussion or presentation by the public concerning a published agenda item is limited to its designated place on the agenda and/or the points in the agenda identified as Public Input. The following process will be followed by action items other than the Consent Agenda: Introduction of the agenda item by the Board chair; input and recommendations from administrative staff; questions from Board members; public comment; and, finally, motion and deliberation by the Board. Note that only Board members are involved in the deliberation on a motion. It is not appropriate for public input at that time unless it is solicited by the Board chair.
2. In addition, a member of the public may introduce a topic that is not on the published agenda. The appropriate time to do so is at either of the points in the agenda identified as Public Input. However, 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 for study and to report at a subsequent meeting. All legitimate questions will be addressed by the next regularly scheduled Board meeting (3rd Wednesday of the month, with exceptions), verbally or in writing, by the chair or an appropriate member of the administration. Dialogue between Board members and the public regarding items that are not on the published agenda will be limited to clarifying the nature of questions and comments.
3. A member of the public wishing to address the Board must be recognized by the Board chair. Upon recognition, the person wishing to speak should identify himself/herself with his/her full name, and state his/her purpose for appearing.
4. A group of citizens with a common purpose should designate a spokesperson for the group.
5. At the discretion of the Board chair, when meetings are large or controversial, anyone wishing to speak before the Board, either as an individual or as a member of a group, may be asked to provide information to the Board secretary on a registration card prior to the meeting. This will help the chair provide adequate time for each agenda item.
6. Statements by members of the public should be brief and concise. The chair may, at his/her discretion, establish a time limit on discussion or presentation by a citizen on any topic.
7. Speakers may offer objective criticism of school operations and programs but the Board will not hear complaints concerning specific school personnel. The chair will direct the speaker to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

8. Anyone wishing to give input at a Board meeting, who cannot be present at the meeting, may send a written statement to the superintendent's office or the chair of the Board, for presentation at a particular Board meeting.
9. Copies of these procedures will be available at every Board meeting.