

**Lake Oswego  
School District 7J**

Code: **BDDH**  
Adopted: 1/14/99  
Readopted: 6/08/09; 10/06/14; 6/01/15;  
11/06/17  
Orig. Code(s): 1323

## **Public Participation in Board Meetings**

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

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.

### **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 Board Chair place an item of concern on the agenda of a regular Board meeting. This request should be made in writing and presented to the Board Chair for consideration at least 10 working days prior to the scheduled meeting.

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

A meeting of the Board is a meeting of a public Board conducting business in public. In order to ensure that persons wishing to appear before the Board may be heard, yet allow the Board to conduct its meetings properly and efficiently, the Board will follow the procedures and rules listed below pertaining to public participation at board meetings:

---

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

1. 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, on any agenda item or other topic, may do so by providing the Board secretary with a complete registration card at any time during the meeting until the item is discussed. This will help the chair provide adequate time for each agenda item.
2. A group of visitors with a common purpose should designate a spokesperson to speak for the group.
3. Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the chair.
4. A visitor may introduce a topic not on the published agenda. 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 a report at a subsequent meeting.
5. 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 oral presentation by a visitor on any topic.
6. Speakers may offer objective criticism of school operations and programs but the Board will not hear complaints concerning specific school personnel or other authorized individuals. The chair will direct the visitor to the appropriate means for consideration and disposition of complaints involving such individuals.

### **Petitions**

Petitions may be accepted at any Board meeting. Petitions will be referred to the superintendent for consideration and recommendation.

### **Comments Regarding Staff Members**

Speakers may offer objective criticism of district operations and programs. The Board will not hear public comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for Board consideration of a legitimate complaint involving a staff member. The association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, his/her supervisor and the Board.

END OF POLICY

---

**Legal Reference(s):**

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

[ORS 192.610 to -192.690](#)

[ORS 332.057](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2017); 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).

Americans with Disabilities Act Amendments Act of 2008.

*Baca v. Moreno Valley Unified Sch. Dist.*, 936 F. Supp. 719 (C.D. Cal. 1996).

*Leventhal v. Vista Unified Sch. Dist.*, 973 F. Supp. 951 (S.D. Cal. 1997).

**Cross Reference(s):**

BDDA - Notification of Board Meetings

BDDC - Board Meeting Agenda