

## Public Participation in Board Meetings

The Board, as a representative body of the district, wishes to provide an avenue for any citizen to express his/her interest in and concerns for the schools. Accordingly, the public is cordially invited to attend Board meetings. In order that the Board may fairly and adequately discharge its overall responsibility, citizens who wish to make requests, complaints or proposals to the Board shall use the following procedures:

1. Matters concerning an individual school shall be discussed first with the principal of that school;
2. If the problem cannot be resolved at the school, it shall then be brought to the superintendent;
3. If the problem cannot be resolved with the superintendent, it shall then be brought to the Board in the following manner:
  - a. A request to be placed on the Board agenda must be made with the superintendent or Board chairman at least seven days prior to the next regular Board meeting;
  - b. The specific request, complaint or proposal must be submitted in writing at the time the request to be on the agenda is made;
  - c. A visitor may be recognized by the chairman by rising, identifying himself/herself with his/her full name and address and stating his/her purpose for appearing;
  - d. A group of visitors with a common purpose should designate a spokesperson for the group;
  - e. Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the chairman;
  - f. 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 to report at a subsequent meeting. The Board shall make a decision at the meeting where information is presented only if the issue is considered an emergency by the Board;
  - g. 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 information to the Board secretary on a sign-in sheet prior to the meeting. This will help the chair provide adequate time for each agenda item;
  - h. 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;
  - I. The Board will take requests, proposals and questions under advisement and issue responses at the next Board meeting;
  - j. If concerns or problems relate to personalities, the Board may go into executive session to receive such presentations. (Note: Any complaint against a school employee must be handled in accordance with district policy governing Board policy KL – Public Complaints and applicable provisions of the district’s negotiated agreements);

- k. In cases of extreme emergency of which the superintendent and/or Board shall be the judge, stipulations concerning prior meetings and timelier may be dispensed with by unanimous vote of the Board;
  1. These procedures will be published on the back of every Board meeting agenda.
4. If the complaint, proposal or request involves a Board decision or district policy (as opposed to an individual school) the issue may be taken directly to the Board, following the procedures in “a. - 1.” above.

END OF POLICY

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**Legal Reference(s):**

[ORS 165.535](#)

[ORS 192.610 - 192.690](#)

[ORS 165.540](#)

[ORS 332.057](#)

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).