

## **Public Comment at Board Meetings and Public Hearings**

Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda unless otherwise authorized by the Board chair.

Any person invited by the Board chair to speak to the Board at a meeting should state his/her name, residence and the name and/or identity of the organization being represented. A group or organization with a common purpose should designate a spokesperson to speak for the group; the chair can require a spokesperson to be so designated.

Statements by members of the public should be brief and concise. The Board chair can establish a time limit of any discussion or presentation.

Specific questions asked by the public regarding agenda items may be answered by the Board chair or referred to the superintendent for a reply. At the discretion of the chair, questions requiring an investigation or further information may be referred to the superintendent for a response at a subsequent time or meeting.

The Board chair may require anyone wishing to speak before the Board, either as an individual or as a group member, to register with the Board secretary or write his/her name and address on a sign-in sheet prior to the Board meeting so the chair can determine time allowances for agenda items.

### **Agenda Items**

During an open session of a Board meeting, members of the public may be invited to present comments during the portion of the agenda so designated. Further public participation may be allowed on other agenda items at the Board chair's discretion.

### **Items Not on the Agenda**

At the Board chair's discretion, community members may have a limited opportunity (for example, 2 to 3 minutes) to speak to an item not on the agenda. No action is normally taken.

### **Comments Regarding Staff Members or Others**

Speakers may offer objective criticism of school operations and programs. The Board will not hear comments regarding any individual district staff member or others connected with the school system. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for Board

consideration of a legitimate complaint against school personnel or others connected with the school system. 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.

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**INTENT TO SPEAK**

The Board welcomes your input. Please submit this completed card to the Board secretary prior the start of the meeting.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email (optional): \_\_\_\_\_

Topic or comment to be presented (brief description): \_\_\_\_\_

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A complaint brought before the Board shall be referred to the proper school authorities. A complaint shall be processed in accordance with Board policy KL - Public Complaints and KL-AR - Public Complaints Procedure. A hearing conducted before the Board regarding personnel shall take place in an executive session.

**The Board requests that a topic or comment is limited to three minutes or less.**