

**Willamette Education
Service District**

Code: **BDDH-AR**
Adopted: 3/8/05
Readopted: 6/08/10

Public Participation in Board Meetings

1. A visitor may be recognized by the chair by rising, identifying himself/herself with his/her full name and address and stating his/her purpose for appearing.
2. A group of visitors with a common purpose should designate a spokesman 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. 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.
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, 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.
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 oral presentation by a visitor on any topic.
7. Speakers may offer objective criticism of district operations and programs but the Board will not hear complaints concerning specific district personnel. The chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.
8. These procedures will be published on the back of every Board meeting agenda.