

**BOARD OF EDUCATION MEETINGS  
PUBLIC PARTICIPATION  
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern visitors attending board meetings.

1. Any individual wishing to address the board of education shall communicate such wish to the superintendent by letter. The letter must state the nature of the matter to be discussed, the full name of the person making the request, and what is expected from the board. The letter must be received by the superintendent at least seven days prior to the next regularly scheduled meeting in order to be placed on the agenda. (The agenda must be posted twenty-four business hours prior to the meeting.) The superintendent must inform the board president of any individual or organization denied the opportunity to address the board of education.
2. The board clerk shall ask all visitors to list their names in the visitor's register.
3. The board will permit discussion with audience participation at the board's discretion. When such discussion is allowed, the amount of time allowed for discussion will be five (5) minutes for an individual and ten (10) minutes for a group to address the board. Discussion will terminate at the end of that time limit.
4. The board will not permit discussion on any issue which may be brought to the board of education with regard to a student or staff member via due process.
5. Board members and administrative staff will not respond to questions from the public at the board meeting. Proper questions from members of the public may be referred to the superintendent for later report to the board. The board will not, in most instances, be able to vote on matters brought forward by the public during public participation time if such matters are not specific agenda items. Such items may be placed on the agenda for the next meeting.
6. The president of the board shall recognize speakers, maintain proper order, and adhere to time limits, if any established by the board. Specifically, the president may require all proponents of one side of an issue to elect one spokesperson. Repetitive comments by consecutive individuals will not be allowed.
7. Members of the public shall not be recognized while the board is conducting its official business.