

Board of Education

Public Participation at Board of Education Meetings and Petitions to the Board

At each regular and special open meeting, members of the public and District employees may comment to or ask questions of the Board of Education, subject to reasonable constraints.

There are three basis methods of citizens to address the Board during a meeting.

1. Citizens may request to address the Board under the **Reception of Visitors Agenda section** of the meeting agenda.
2. Citizens may request to address the Board under the **Reception of Visitors Non-Agenda section** of the meeting agenda.
3. At the discretion of the President, citizens may be allowed to address the Board under other portions of the agenda when it is felt that additional information, questions, or comments would be productive and beneficial in expediting a particular agenda item.

Citizens who desire an opportunity to make written or oral presentation to the Board, and not be subject to the restriction of the **Reception of Visitors Non-Agenda portion** of the agenda may have their request placed on the agenda. Persons desiring to address the Board in this manner should submit a written request to the Superintendent no later than 4:00 p.m. nine days prior to the meeting.

Those who wish to speak, but who have not requested to be placed on the agenda will be given the opportunity to speak during the **Reception of Visitors Non-Agenda portion** of the meeting agenda. However, the Board will not act on any issue presented during the non-agenda portion if it was not previously published as an agenda item.

Issues brought to the Board prior to being channeled through the proper chain of command will be referred back to the appropriate level. The normal chain of command would be the teacher, the principal, district office, and the Board of Education. The Board may allow exceptions to the normal chain of command when deemed appropriate.

Charges or complaints against individual employees of the district should be presented to the Board, in writing, through the Superintendent. Such charges or complaints will be handled through the normal chain of command as discussed above.

The individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, comments shall be limited to 5 minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 5 minutes.
3. Discussion of agenda items will include only members of the Board, the Administrators, and citizens who are recognized by the Board President. If the Board desires clarification or additional information on the subject under consideration, the members may direct inquiries to other persons present who have not been previously recognized.
4. Remarks by any other person addressing the Board which reflect adversely upon the character or motives of any person are out of order.
5. Observe the Board President's decision to shorten public comment to conserve time and give the maximum number of individuals an opportunity to speak.

6. Observe the Board President's decision to determine procedural matters regarding public participation not otherwise covered in Board policy. Conduct oneself with respect and civility toward others and otherwise abide by Board policy, 8:30, *Visitors to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board at the next regularly scheduled Board meeting.

LEGAL REF.: 5 ILCS 120/2.06.
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: June 13, 2011