

## **PUBLIC PARTICIPATION AT BOARD MEETINGS**

The public is invited and encouraged to attend all regular and special meetings of the Plattsburgh City School District Board of Education and will be given time to voice their opinions and identify problems.

The Board of Education recognizes its responsibilities to conduct the business of the district in an orderly and efficient manner and therefore requires reasonable regulation of public presentations to the Board.

The Board shall establish two (2) opportunities for public participation. A “Public Comment” portion shall be listed on each meeting agenda at the beginning and at the end. Individuals wishing to address the Board shall first be recognized by the Board President. Speakers will identify themselves by stating their name and home address before beginning to speak. Speakers will have three (3) minutes each to make an oral presentation. A person reading from prepared text is encouraged to present copies to all Board members or at least to make one available to the Board Clerk. The “Public Comment” sessions shall be limited to a total of sixty (60) minutes unless the rules are suspended.

At the beginning of each “Public Comment” period, the Board President shall indicate that members of the Board will listen to the remarks of the speakers and that the Board’s policy is to take no action until such times as members of the district staff have reported to the Board on any issues raised by the speaker. All questions and concerns that a speaker has will be directed to the Board President. The Board will receive all matters for review and consideration and may, if the circumstances permit, reply to the inquiry or notify the speaker when the matter may be reported or acted upon at some future Board meeting. Speakers will not enter into a debate with individual Board members unless the rules are suspended. Discussions will be respectful and civil at all times.

The President of the board is responsible for the orderly conduct of the meeting and has the authority to cut off any speaker who is deemed out of order. The Board President may suspend the Board meeting at any time if it is felt that this policy is being violated.

### SUMMARY

1. Public Hearing
  - 1.1 Public Comment (at the beginning)
  - 1.2 Public Comment (at end)

1.3 Each Public Comment Session limited to 30 minutes

2. Public Comment Guidelines

- 2.1 Raise hand and be acknowledged by the Board President;
- 2.2 When called upon, please identify yourself and give your address;
- 2.3 Limit your comments to three (3) minutes;
- 2.4 Allow all others an opportunity to speak before asking to speak again;
- 2.5 Comments about individual competencies and/or personality traits are to be brought to the attention of the Superintendent of Schools privately;
- 2.6 Address all questions to the Board President only;
- 2.7 Once the Public Comment session is closed, please allow the meeting to progress without interruption.

Adoption date: March 23, 2006

Revised: August 23, 2007