

Section 200 – School Board
School Board Meetings
Procedures for Addressing the Board

File: 204.12 – R1

Who May Address the Board of Education?

1. Residents of the school district.
2. Members of the staff and student body.
3. Parents of students enrolled in the school district.
4. Individuals who have been requested by the superintendent of schools or members of the board of education to present information on a given subject.
5. Nonresidents who have requested and received permission of the president of the board of education or the superintendent of schools in the prescribed manner.

Discussion of Agenda Items

Only items on the written board agenda will be discussed at any meeting unless the board of education, by a majority action, approves the placing of an emergency item on the agenda as set forth Policy 204.10, Agenda.

To Place an Item on the Agenda

An applicant may place an item on the agenda by filing a request with the superintendent of schools at least one week prior to the regularly scheduled board meeting. The request should include the name, address, and telephone number of the person making the request; the name of the organization or group represented, if any; a statement of action to be requested of the board of education; any pertinent background information leading to the request.

Time and Placement of the Agenda

The superintendent of schools, upon receipt of a properly executed request, shall set a date for inclusion of the requested item on the agenda as soon as practicable, bearing in mind such considerations as allowing time to gather pertinent information, to assemble members of the staff who have knowledge of the subject, etc. The superintendent of schools shall notify the individual or group of the date, time, and place of the meeting at which the item will be considered.

To Speak to an Item on the Agenda

1. During the time allotted for the agenda item of interest, stand and be recognized by the presiding officer.

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2. State your name and address.
3. Speak to the item of interest, following the time restrictions prescribed in this policy.

To Speak to an Item not on the Agenda

1. Stand during the agenda item referred to as reception of visitors and be recognized by the presiding officer.
2. State your name and address.
3. State the subject and present the message about which you wish to speak, following the time restrictions prescribed in the policy. No action will be taken by the board of education on items brought up during the visitor's period. If action is desired, the subject should be placed on the agenda of a future meeting in the manner described in this policy titled "To Place an Item on the Agenda."

Time Limit for Speakers

A time limit of five minutes per speaker will be allowed. The board president will define the total amount of time allowed for the presentation of any specific topic. When more than one person is supporting a specific topic, care should be taken not to repeat comments supporting like items. Groups are encouraged to select one speaker to present their message.

Conduct and Remarks Considered Out of Order

Undue interruption or other interference with the orderly conduct of business cannot be allowed. Degrading or abusive remarks are always out of order. A speaker's privilege to address the board of education may be terminated if he or she persists in making unacceptable statements or in conducting oneself in an offensive manner as judged by the board of education.

Questions and Comments by the Board of Education and the Superintendent of Schools

Members of the board of education and the superintendent of schools are not required to but may question a speaker or make comments in response to the speaker's remarks. Members of the board of education and the superintendent of schools are not subject to questioning by the speakers.