

**POLICY:**

It shall be the policy of the Board of Education to invite the general public to attend all board of education meetings except executive sessions.

**PROCEDURE:**

Any patrons wishing to speak to the board shall first notify the superintendent seven days prior to the meeting and state the reason(s) for the request. The superintendent shall determine whether said request can be solved by the staff without appearance of the patron before the board. If not, the superintendent shall place the patron's request on the agenda of the next regular board meeting.

The board president may, at his discretion, ask those patrons attending the board meeting if any of them have something to bring to the attention of the board. The rules for the public forum are available through the clerk prior to the board meeting and at the meeting itself. The board president may impose a limit on the amount of time a visitor may have to address the board. The board president may ask groups with the same special interest to appoint a spokesperson. If it appears that the matter which the visitor wished the board to consider will consume an amount of time the board feels cannot be spared at said meeting, the board shall invite such visitor to return at a regular or special meeting.

The Board of Education can waive this policy under special circumstances.

SEE ATTACHMENT

**REQUEST TO APPEAR BEFORE THE BOARD**

This form must be completed and returned to the clerk or the superintendent at least 7 days before the meeting at which you wish to speak. Your request will be reviewed and one of three recommendations will be made:

1. Appearance before the board at the next regular meeting.
2. Appearance before the board in executive session.
3. Referral of your request to the appropriate administrator.

Permission to appear before the board at a regular meeting is subject to the following rules:

1. Presentations shall not exceed 20 minutes.
2. Subject matter, other than policy issues, will be referred to the administration.
3. Comments shall be limited to issues and not refer to personalities.
4. Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
5. Typed copy, or an outline of your presentation must be included with this request form. The central office staff will be of assistance if needed.

Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Individual or organization (if any) you represent \_\_\_\_\_

Organization's address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

District Official's Signature \_\_\_\_\_

Date received \_\_\_\_\_ Time received \_\_\_\_\_

NOTE: This does not apply to special board meetings unless the special meeting is a public hearing.