

### School Board

#### Public Participation at School Board Meetings and Petitions to the Board

During each regular and special open meeting of the Board, any person may comment or ask questions of the School Board (*public participation*), subject to the reasonable constraints established and recorded in this policy's guidelines below. The Board listens to comments or questions during public participation; responses to comments to or questions of the Board are most often managed through policy 3:30, *Chain of Command*

To preserve sufficient time for the Board to conduct its business, any person appearing before the Board is expected to follow these guidelines:

Complete a Public Comment Card and submit it to the Board's Recording Secretary prior to the end of public comment section during the meeting at which he or she wants to speak.

- 1) Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President. This includes following the directives of the Board President to maintain order and decorum for all.
- 2) Use a sign-in sheet, if requested.
- 3) Identify oneself by name and residence. Comments shall be limited to 5 minutes. The Board of Education reserves the discretion to extend, limit or suspend public comment.
- 4) The Board President may allow a person to speak for more than five minutes. If multiple individuals wish to address the Board on the same subject, the group is encouraged to appoint a spokesperson.
- 5) Observe, when necessary and appropriate, the Board President's authority to:
  - a) Shorten the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak;
  - b) Determine procedural matters regarding public participation not otherwise covered in School Board policy.
- 6) Conduct oneself with respect and civility toward others and otherwise abide by Board policy 8:30, *Visitors and Conduct on School Property*.

Petitions or written correspondence to the Board of Education shall be presented to the Board of Education in the next regularly scheduled packet.

LEGAL REF: 105 ILCS 5/10-6 and 5/10-16.  
5 ILCS 120/2.06, Open Meetings Act.

CROSS REF: 2:220 (School Board Meeting Procedure), 8:10 (Public Relations), 8:30 (Visitors and Conduct on School Property)

Revised: October 15, 2013  
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