

Who May Address the Board of Education.

- I. Any patron, student, or member of the public, present at a meeting, wishing to address the board and recognized by the presiding officer.

Discussion of Agenda Items.

- I. Only items on the written board agenda will be discussed at any meeting unless the board of education approves the placing of an emergency item on the agenda as set forth Policy 7325, Delayed Action on Certain Agenda Items.

To Place an Item on the Agenda.

- I. Any person or individual board member may place an item on the agenda by filing a written request with the superintendent of schools no later than noon on Monday preceding a regularly scheduled Monday board meeting. The written 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; and any pertinent background information leading to the request. This written request may be handed, mailed, faxed, or E-mailed to the superintendent of schools.

Time and Placement of the Agenda.

- I. 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 and to assemble members of the staff who have knowledge of the subject. 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 on an Item on the Agenda.

- I. Call the Superintendent before the meeting and request to be placed on the agenda under the specific agenda item, be recognized by the presiding officer at the appropriate time when the agenda item is being discussed or during *Individuals Wishing to Address the Board* and be recognized by the presiding officer.
- II. The presiding officer should use discretion in allowing comments from the public during the board's meeting.

To Speak to an Item not on the Agenda.

- I. Stand during *Individuals Wishing to Address the Board* and be recognized by the presiding officer.
- II. State your name and address.
- III. State the subject and present the message about which you wish to speak. No action will be taken by the board of education on new items, brought to the board's attention

for the first time 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.

- I. A time limit of five minutes per speaker will be allowed. The presiding officer may limit the presentation of any specific topic to not more than a total of twenty minutes. These time limits may be changed by a majority vote of the board members present at the meeting. 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.

- I. Undue interruption or other interference with the orderly conduct of business will not be allowed. Degrading or abusive remarks are always out of order. A speaker's privilege to address the board of education may be terminated by the board president 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.

- I. Members of the board of education and the superintendent of schools 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.

Charges, Complaints, or Challenges.

- I. At a public meeting of the board of education, no person shall orally initiate charges or complaints against individual employees of the school district or challenge instructional materials used by the district. All such charges, complaints, or challenges should be presented to the superintendent of schools or president of the board of education in writing and signed by the complainant. All such charges, if presented to members of the board of education shall be referred to the president of the board of education. He or she shall in turn refer the document(s) to the superintendent of schools for investigation and request a report be presented at a later board meeting.

Circulating Materials.

- I. Any written or printed material to be circulated at a board meeting should be submitted to the superintendent by the Wednesday preceding the meeting. This material will be transmitted to the members of the board of education for their review and disposition. Copies will be made available to all constituents attending the meeting.

The president of the board of education, being the chairperson of the board meeting, shall have the authority to make minor exceptions to this policy as a topic is being presented, as long as impartiality is shown to all interested parties, or he or she may interrupt a presentation to request the members of the board of education to consider minor changes.

Copies of this policy should be made available to all individuals requesting to appear before the board of education.

Legal Reference: [§79-554](#) Board of Education, Meetings, Open to the Public,
Exceptions.

[§79-570](#) President, Meetings, Maintenance of Order.

[§84-Chapter 14](#) Public Meetings.

Policy Adopted: January 7, 2007

Revised: 2.11.13

Revised: 7.13.15