PROCEDURES FOR PUBLIC PARTICIPATION AT BOARD OF EDUCATION MEETINGS

The Bristol Board of Education welcomes public participation in accordance with Policy 1120, Public Participation at Board of Education Meetings. Board meetings are meetings held in public and are not public hearings. Public participation is subject to recognition by the Chairperson and the requirements of Board policy.

A. Public Participation During Meetings

1. **Recognition:** Individuals wishing to speak must address the Chairperson for recognition and state their name, address, and topic.
2. **Speaking Time:** Each speaker is limited to four (4) minutes and may speak only once. Speakers may not transfer their allotted time to another individual or speak on behalf of another person or organized group.
3. **Subject Matter:** Comments should concern matters within the Board's jurisdiction or the topic for which the speaker signed up. The Chairperson may remind speakers of this requirement but shall not restrict or terminate speaking time solely because of the viewpoint expressed or specific subject addressed. Speakers whose comments fall outside the Board's jurisdiction will be advised accordingly, and their comments will be noted for the record.
4. **Public Input:** The Board welcomes and values a variety of perspectives and encourages community members to share their thoughts, questions, and concerns respectfully.
5. **Student Confidentiality and Personnel Matters:** Comments involving confidential student information protected by FERPA are prohibited. Individuals with complaints concerning district personnel are strongly encouraged to use the appropriate administrative chain of command.
6. **Meeting Conduct:** All participants are expected to conduct themselves respectfully and help maintain an orderly meeting. Disruptive behavior, harassment, obscene language, and threats are prohibited. Individuals who disrupt the meeting may be warned and, if the behavior continues, asked to leave.
7. **Board Responses:** Board members do not respond directly to public comments during meetings. The Chairperson or Superintendent may provide brief factual clarification or refer questions and concerns to appropriate district personnel for follow-up.

B. Written Public Comments

Members of the public may submit written comments for distribution to Board members.

1. Email written comments to sydneymolina@bristolk12.org with the subject line **PUBLIC COMMENT-BOE MEETING**
2. Include your full name, address, and topic.
3. Comments should concern matters within the Board's jurisdiction.
4. Do not include confidential student information protected by FERPA. Complaints involving individual district personnel should be directed through appropriate administrative channels.

5. Comments received by 4:00 p.m. on the day of the meeting will be distributed to Board members before the meeting. Comments received after that time may be distributed following the meeting.
6. Written comments and supporting materials may be made available to Board members but are not automatically read aloud or included on the meeting agenda.

C. Administration of Procedures

The Chairperson is responsible for maintaining order and administering public participation in accordance with Policy 1120. Public participation during consideration of regular agenda items is permitted at the Chairperson's discretion, consistent with Board policy. These procedures are intended to provide clear, consistent guidance and do not supersede Policy 1120 or applicable law.