

Medford School District 549C

Code: BDDH
Adopted: 11/06/17
Revised/Readopted: 3/11/19; 2/17/22; 10/20/22
Orig. Code(s): BDDH

Citizen Comment at Board Meetings

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites the district's community members to attend Board meetings to become acquainted with the program and operation of the district. The public has a right to attend public meetings held in open session, and may be invited to share comments, ideas, and opinions with the Board during designated times on the agenda. The Board may conduct a meeting without citizen comment.

Individuals with hearing, vision, or speech impairments will be given an equal opportunity to participate in Board meetings and submit written comments to the Board. Individuals requesting assistance, aids or accommodations are encouraged to notify the district at least 48 hours prior to the Board meeting with the request, consistent with Board policy BD/BDA – Board Meetings. The Board shall make a good faith effort to provide an interpreter for hearing-impaired persons. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice.

Procedures for Oral Citizen Comment

The Board establishes the following procedures for citizen comment at Board meetings held in open session. The information will be accessible and available to all patrons accessing or attending such a Board meeting.

1. Citizen comment is limited to its designated place on the agenda and while time allows.
2. A person wishing to provide citizen comment, if an opportunity is provided by the Board during a meeting open to the public, will follow instructions for in-person or virtual meeting as directed on the School Board agenda section of the district website¹. A request to give citizen comment in-person or electronically does not guarantee time will be available.
3. A person speaking during the citizen comment portion of the meeting may comment on a topic not on the published agenda.
4. A person speaking during the citizen comment portion of the meeting will state their name, whether they are a resident of the district, and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.
5. A person giving citizen comment is limited to an established time limit of three minutes. Statements should be brief and concise. The Board chair has discretion to waive time limits or extend the overall time allotted for citizen comment. Additional time will be allocated in a fair and equitable manner.

¹ When in-person attendees are allowed to provide oral comment, virtual attendees will be afforded the same opportunity, to the extent reasonably possible.

Time limits will be determined based on the number of commenters and the amount of time available for citizen comment. If a person has more comments than time allows or is unable to comment due to time constraints, the person is encouraged to submit additional written comments to the Board through the district office as directed.

6. Inquiries from the public during the designated portion of the agenda will not generally be responded to immediately by the Board chair, and may be referred to the superintendent or Board chair for reply at a later date. The Board will not respond to inquiries that are expected to be addressed during another designated portion of the agenda.

The Board will not typically hear citizen comment at Board work sessions.

Topics raised during the citizen comment portion may be considered for inclusion as agenda items at future Board meetings.

Procedures for Written Comment

Members of the public may submit written comments or materials to the Board at any time at the district office, by mail, or by email to citizencomment@medford.k12.or.us. Materials or comments submitted by noon on a Board meeting date will be provided to the Board before the Board meeting, but will not be read at the Board meeting. Names of those who submitted written comments will be acknowledged at the meeting and written comments will be added to the online Board packet after the meeting has occurred. Written comments must conform to the citizen comment guidelines for oral comments. Extra measures will be taken to assure the written comments meet the criteria before posting the comments online. Written materials or comments submitted may not warrant action by the Board.

Comments Regarding Staff Members

A person speaking during the designated portion of the agenda for citizen comment may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for consideration of a legitimate complaint involving a staff member. Any association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent who will forward it to the employee, a supervisor and the Board.

END OF POLICY

Legal Reference(s):

[ORS 165.535](#)
[ORS 165.540](#)

[ORS 192.610 - 192.690](#)
[ORS 332.057](#)

[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

Baca v. Moreno Valley Unified Sch. Dist., 936 F. Supp. 719 (C.D. Cal. 1996).

Leventhal v. Vista Unified Sch. Dist., 973 F. Supp. 951 (S.D. Cal. 1997).

Oregon House Bill 2560 (2021).

Cross Reference(s):

BDDC - Board Meeting Agenda