

POLICY 1110

Public Participation in Board Meeting

- A. Individuals, from time-to-time may wish to seek an official audience with the Board on a specific issue. Such matters may be placed on the **printed** Board Agenda by **contacting a Board Member**, the Superintendent, Superintendent's staff assistant, or Board President. **The Board Agenda Committee in consultation with the Board President will make the final determination.** All such requests should be received one week in advance of a regular Board meeting and will be confirmed in writing through the District Office. The request should be in writing and state the nature of the matter to be considered, the name of the individual who will act as spokesperson, and the name of the organization represented.
- B. All regular meetings of the Board will include an agenda item – "Public Comments." All virtual regular meetings of the Board will have notice posted on the District webpage of when public comments are open and to be closed. Virtual comments must be limited to 500 words.

During this agenda item, patrons will be able to address the Board. The following guidelines will be adhered to for the "Public Comments" agenda item:

1. Patrons must state their name prior to making comments.
2. Individual comments shall be limited to three (3) minutes per individual with additional time allowed at the discretion of the Board President.
3. Multiple individuals with the same issue should appoint a spokesperson and make one presentation rather than several. At the discretion of the Board President, group presentations may be limited to a maximum of six (6) minutes.
4. Total time allowed for public comment may be limited to 30 minutes.
5. Comments will be taken in the order signed up on public comment sign-up sheet.
6. Handouts may be used and distributed to Board Members. If handouts are distributed, all members of the Board and District staff present should receive copies of all handouts.

7. The Board will not take final action or have discussion on items presented during “Public Comments” unless the item is already on the meeting agenda. ~~If additional study is needed to respond adequately to the questions or comments, the resident may receive a written response. The written response may be read publicly at the next regular meeting of the Board.~~
 8. Comments on personnel issues will not be allowed during “Public Comments.” The Board will not discuss issues that affect an employee’s right of privacy such as specific appointments, employment, performance or questions, complaints, or charges against particular employees. Concerns in these areas are to be referred to the Superintendent.
 9. ~~When possible, response to the questions or comments may be provided during the meeting. If additional study is needed to respond adequately to the questions or comments, the residents will receive a written response as soon as possible. The written response may be read publicly at the next regular meeting of the Board.~~
- C. At the discretion of the Board President, a patron’s opportunity to address the Board on the same issue may be limited to no more than once in a three-month period.
- D. At the discretion of the Board President, public comment may be taken during other portions of the meeting where the comment is directed toward a specific agenda item.