

## PUBLIC PARTICIPATION IN MEETINGS

Descriptor: BEDH

Issued: Draft 10/10/10

Rescinds: BEDH

Issued: 03/03/1998

### BOARD POLICY

It is the policy of the Board to conduct all business in compliance with Mississippi's Open Meetings Act. Further, it is the intent of the Board to facilitate communication with citizens of the District and others by establishing orderly procedures for receiving public comment.

The Board authorizes the superintendent to promulgate regulations in furtherance of this policy.

### ADMINISTRATIVE PROCEDURE

Public comment, presentations and proposals shall be allowed at Board meetings in accordance with the following procedures:

#### 1. Request for Agenda Item

1.1. Citizens desiring to have an item placed on the agenda for a specific Board meeting should direct such requests to the superintendent or the president of the Board at least ~~ten days~~ **two weeks** prior to the scheduled meeting.

1.2. The request should state the name of the individual or group submitting the request, the address, the purpose of the request, and the topic to be addressed.

1.3. The requesting individual or group will be advised of the specific meeting in which the item will be included as a part of the agenda.

#### 2. Public Comment

2.1. The Board may receive public comment upon certain action items after a motion is made but prior to taking a vote.

2.2. The Board may receive public comment on information and discussion items after the item has been presented and the Board has had opportunity for comment and discussion.

2.3. The Board may determine not to receive public comment on agenda items in the following circumstances:

2.3.1. Public comment was received on the item during one or more previous school board meetings or public hearings and additional opportunity for comment is not considered necessary.

2.3.2. A decision not to receive public comment on an agenda item(s) was announced prior to the meeting due to the volume and/or nature of the business on the agenda.

2.4. Study sessions are open to the public but time shall not be provided for public comment.

2.5. The Board will not take public comment on personnel issues during board meetings. An individual with complaints regarding school personnel will be directed to the administration in accordance with policy. ~~or to an executive session of the Board for resolution.~~

### 3. Requirements and Limitations for Addressing the Board.

3.1. Citizens shall indicate that they wish to address the Board on the sign-up sheet provided. Citizens must list their names, the agenda item or topic they wish to address, and note whether they are representing themselves or a group.

3.2. Citizens shall sign up to speak no later than 15 minutes after the meeting begins.

3.3. To avoid duplication of presentation, if several individuals are concerned with the same issue and share the same opinion, they are required to select a spokesperson to represent the group.

3.4. Speakers will be introduced by the president of the Board at the appropriate time during the agenda and invited to comment on the agenda topic.

3.5. Individuals shall be allotted a maximum of three (3) ~~ten~~ minutes to address the Board. Group representatives shall be allotted a maximum of six (6) minutes. The Board may grant additional time through discussion or question-answer periods.

3.6. Citizens presenting highly detailed or complex information are asked to provide a written outline of their comments for the Board.

3.7. Citizens may not address the Board on the same issue more than once in a three-month period.

### 4. Executive Session

Should the Board enter into executive session, such session shall not be open to the public or the news media. The Board may hold an executive session for one or more of the following reasons:

4.1. Personnel issues relating to the job performance, character, professional competence, or physical or mental health of a District employee.

4.2. Strategy sessions, negotiations and discussion relative to litigation issues;

4.3. Report and/or deployment of security personnel, plans, devices, or systems;

4.4. Investigation of alleged criminal misconduct;

4.5. Emergencies which would pose immediate or irrevocable harm or damage to persons and/or property within the District;

4.6. Discussion of the purchase, exchange, sale or lease of real property;

4.7. Discussions between the Board and individual students or their parents or teachers regarding problems of such students or their parents or teachers;

4.8. Employment or job performance or termination of an employee. The exemption provided by this paragraph includes the right to enter into executive session concerning a budget line item that might affect the termination of an employee or employees. All other budget items shall be considered in open meetings.

5. Should the Board conduct any meeting through teleconference or video means, persons attending the meeting will be afforded the same opportunity to address the Board as those attending the primary or central location of the meeting.

**EXHIBITS**

BEDH 1.1010 TPSD Information on Addressing the Board of Trustees

**REFERENCES**

MCA §§ 25-41-5, 25-41-7; 25-41-9; 25-11-121

**FORMS**

None

**\*RESCINDS**

BEDH Issued 03/03/1998

## **Tupelo Public School District Information on Addressing the Board of Trustees**

The Board encourages public engagement, and sets aside time in its meetings to hear from patrons. The following is a guide for those who wish to offer comments to the Board.

### I. Request for Addition of Agenda Item

1. Citizens desiring to have an item placed upon the agenda for a specific Board meeting should direct such requests to the superintendent or the Board President at least two weeks prior to the scheduled meeting.
2. The request should state the name of the individual or group submitting the request, the address, the purpose of the request, and the topic to be addressed.
3. The requesting individual or group will be advised of the specific meeting in which the item will be included as a part of the agenda.

### II. Request for Public Comment

1. Please write your name on the sign-up sheet provided no later than 15 minutes after the meeting begins. Also, note the agenda item or topic you wish to address, and whether you represent yourself or a group.
2. Those representing themselves will receive 3 minutes in which to address the Board. Those representing a group receive 6 minutes.
3. In cases where several people share the same opinion, the Board requires the individuals to: 1) Select a representative spokesperson; 2) Indicate whether you hold or are seeking an elected or appointed position; and 3) State whether you are a Canyons District patron.
4. If you are presenting highly detailed or complex information, please provide the Board with a written outline of your comments.
5. You may address the Board on the same issue only once in a three-month period.
6. You may not offer public comment on personnel issues.
7. At the outset of the public comment portion of the meeting, the Board president will announce:

“Speakers are limited to three minutes for an individual and six minutes if representing a group. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by your comments. While it is not our intent to stifle public comment, speakers should be aware that if your statements violate the rights of others under the law of defamation or invasion of privacy, you may be held legally responsible. If you are unsure of the legal ramifications of what you are about to say, we urge you to consult first with your legal advisor.”

Current Policy:

Descriptor Term:  
PUBLIC PARTICIPATION IN MEETINGS

Descriptor:	Issued:
BEDH	03/03/1998
Rescinds:	Issued:
BEDH	07/09/1996

Regular and special meetings of the Board of Trustees are always open to the public and provide an opportunity for citizens to express interests or concerns related to the district. Board meetings are conducted for the purpose of carrying on the official business of the district. While meetings of the Board are conducted in public, they are not public forum meetings. Individuals or organizations desiring to make requests, presentations or proposals to the Board will be afforded that opportunity.

In order that the Board might fairly and efficiently discharge its overall responsibility, citizens desiring to have an item placed upon the agenda for a specific Board meeting should direct such requests to the superintendent or the president of the Board at least ten days prior to the scheduled meeting. That request should state the name of the individual or group submitting the request, the address, the purpose of the request, and the topic to be addressed. The requesting individual or group will be advised of the specific meeting in which the item will be included as a part of the agenda.

To avoid duplication of presentation, only one individual or one representative of an organization will be allowed to address an item on the agenda. In order to allow adequate time for all items on the agenda, initial presentations should be limited to ten minutes although the Board may extend the time through discussion or question-answer periods.

Speakers will be introduced by the President of the Board at the appropriate time during the agenda and invited to comment on the agenda topic. Speakers may offer objective comments of school operations and programs that concern them. The Board will not hear in public session personal complaints regarding school personnel. An individual with complaints regarding school personnel will be directed to the administration or to an executive session of the Board for resolution.