

Ashland School District 5

Code: **BDDH-AR**
Revised/Reviewed: 10/24/16; 5/08/17
Orig. Code(s): BDDH-AR

Public Participation in Board Meetings

General Guidelines

1. **Community members may request to speak at School Board meetings.** A School Board meeting is a meeting of the Board in public. It is not a public meeting. The School Board welcomes community members to speak to the Board during the Public Request portion of the meeting, as listed on the agenda.
2. **Please complete this Public Request form.** Forms should be completed and returned to the Board secretary ten minutes before the meeting begins. Prior to the Public Request agenda item, the Board Chair will collect all public request forms and ask you to speak at the appropriate time. You will be asked to state your name and city of residence for the record.
3. **Public comments must not discuss confidential issues.** Only items of public or educational interest should be discussed during the Public Request portion of the meeting, and private or confidential matters should never be brought up at this meeting. Complaints about specific students, parents, staff, or School Board members are confidential, and should be directed to the appropriate person in the district's chain of command. The chain of command begins with an appropriate staff member and, if the issue cannot be satisfactorily resolved, progresses to the site administrator (e.g. principal), the superintendent, and the School Board, in that order. Community members are encouraged to review the School Board's Public Complaints policy (Policy KL), which is available in the School Board section of the district website.
4. **Public comments must be respectful and appropriate, and help maintain decorum.**
5. **Please limit comments to 2 minutes.** The Board Chair, at his/her discretion, may use a timer to ensure that public comments are succinct and allow enough time to complete the agenda.
6. **Public comments are not debated during the meeting.** While the School Board appreciates your input, these meetings are not intended to be a public meeting, hearing, or dialog. Your comments may be followed up with the appropriate person in the district's chain of command.
7. **Agendas may only be altered by a majority of the Board.** If the item you bring to us is of a compelling nature, the Chair has the authority, with the support of the majority of the Board, to place that item on the agenda this evening.

Please Fill Out the Following Information *(Tear off and give form to Board Secretary.)*

1. Name and City of Residence:

2. Please state the topic and provide a brief description of what you wish to accomplish.

3. ☐ Topic on agenda ☐ Topic not on agenda

4. With which district personnel have you discussed this matter?
