

## PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

To permit fair and orderly public expression, the Board shall provide a period for public participation at regular meetings of the Board and publish rules to govern such participation in Board meetings.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct and distribute rules to members of the public who are present at the meeting. The presiding officer shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board of Education policy.

During the "Call to Order" portion of the Board meeting, the presiding officer shall read the following statement which explains the rules for public comment at a Board meeting:

The meeting agenda includes an opportunity for comments from the audience. It is the prerogative of the presiding officer to recognize members of the audience who wish to address the Board during the time reserved for public comment. No discussion of individual students or personnel matters is permitted, as those items are appropriate for closed session pursuant to Section 2 (c) of the Open Meetings Act. If you have a concern regarding an individual student or a personnel issue, you are asked to bring it to the attention of the administration. In the interest of providing all visitors an equal opportunity to address the Board, comments will be limited to five (5) minutes. Those individuals needing more time should submit their thoughts in writing to the Board's recording secretary. Visitors addressing the Board need to state their full name and address because the proceedings are video recorded for later broadcasting to the community. The Board reserves the right to edit the video recordings for the purpose of excluding any public comment regarding an individual student or a personnel issue.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the agenda.
- B. Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting.
- C. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- D. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; group affiliation, if and when appropriate.
- E. Each statement made by a participant shall be limited to five (5) minutes duration.
- F. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- G. Participants shall direct all comments to the Board and not to staff or other participants.
- H. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- I. The presiding officer may:
  1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  2. request any individual to leave the meeting when that person does not observe reasonable decorum;
  3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

- J. Participants should be aware that public comment is not intended to be a question-and-answer period. Members of the public and District employees may make comments or ask questions of the Board, subject to reasonable constraints, with the understanding that the Board and/or Administration may not have an answer, or be able to respond at that time. Board members will respectfully listen to the public views and follow-up to questions as appropriate or in a timely manner after the meeting.
- K. Tape or video recordings are permitted, providing the person operating the recorder has notified the Superintendent or Board President at least 30 minutes prior to the Board meeting to review placement of the equipment and to agree to abide by the following conditions:
  - 1. Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public.
  - 2. The presiding officer may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.
  - 3. No interviews are conducted in the meeting room while the Board is in session.

105 ILCS 5/10-16  
5 ILCS 120/2.05

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