

## Who May Address the Board of Education

- Residents of the school district.
- Members of the staff and student body.
- Parents of students enrolled in the school district.
- Individuals who have been requested by the superintendent of schools or members of the board of education to present information on a given subject.
- Non-residents who have requested and received permission of the president of the board of education or the superintendent of schools in the prescribed manner.

## Discussion of Agenda Items

Only items on the written board agenda will be discussed at any meeting unless the board of education, by a majority action, approves the placing of an emergency item on the agenda as set forth Policy 8335.

## To Place an Item on the Agenda

An applicant may place an item on the agenda by filing a written request with the superintendent of schools at least one week prior to the regularly scheduled board meeting. The written request should include the name, address, and telephone number of the person making the request; the name of the organization or group represented, if any; a statement of action to be requested of the board of education; any pertinent background information leading to the request.

## Time and Placement of the Agenda

The superintendent of schools, upon receipt of a properly executed request, shall set a date for inclusion of the requested item on the agenda as soon as practicable, bearing in mind such considerations as allowing time to gather pertinent information, to assemble members of the staff who have knowledge of the subject, etc. The superintendent of schools shall notify the individual or group of the date, time, and place of the meeting at which the item will be considered.

## Public Forum

- Approach the designated area in front of the board and be recognized by the presiding officer.
- State your name and address.
- If you are addressing an agenda item indicate which item and present your message.
- If you are addressing an issue not on the agenda, state the subject and present your message. No action will be taken by the board of education on items brought up during the public forum which are not on an established agenda. If action is desired, the subject should be placed on the agenda of a future meeting in the manner described in this policy titled "To Place an Item on the Agenda."

## Time Limit for Speakers

A time limit of five minutes per speaker will be allowed. Not more than a total of twenty minutes will be allowed for the presentation of any specific topic. These time limits may be changed by a majority vote of the board of education. When more than one person is supporting a specific topic, care should be taken not to repeat comments supporting like items. Groups are encouraged to select one speaker to present their message.

## Conduct and Remarks Considered Out of Order

Undue interruption or other interference with the orderly conduct of business cannot be allowed. Degrading or abusive remarks are always out of order. A speaker's privilege to address the board of education may be terminated if he or she persists in making unacceptable statements or in conducting oneself in an offensive manner as judged by the board of education.

## Questions and Comments by the Board of Education and the Superintendent of Schools

Members of the board of education and the superintendent of schools may question a speaker or make comments in response to the speaker's remarks. Members of the board of education and the superintendent of schools are not subject to questioning by the speakers.

## Charges, Complaints, or Challenges

At a public meeting of the board of education, no person shall orally initiate charges or complaints against individual employees of the school district or challenge instructional materials used by the district. All such charges, complaints, or challenges shall be presented to the superintendent of schools or the board of education in writing, signed by the complainant. All such charges, if presented to the members of the board of education, shall be referred to the superintendent of schools for investigation and report.

## Circulation of Materials

Any written or printed material to be circulated at a board meeting must be submitted to the superintendent of schools by the Wednesday preceding the meeting. This material will be transmitted to the members of the board of education for their review and disposition.