

## PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board generally will not make decisions on important and complex matters without the possession of complete information. For this reason it is not advisable that the Board act on items which are not on the agenda or on which its members do not have full information; therefore, the following procedure will be adhered to by persons desiring to make a presentation to the Board.

### Advance Request Procedure

A person who wishes to address the Board shall make his/her request, on the sign-up sheet, to the President of the Board. This shall be done prior to the meeting.

### Recognition from the Floor

Recognition from the floor, in the case of no advance request having been made, may be granted, at the discretion of the President. Such factors as time, agenda and the urgency of the proposed request will be weighed by the President in making this determination.

### Addressing the Board

When recognized, the speaker should rise, state his/her name and address; then as briefly as possible present to the Board his/her remarks. On conclusion of his/her remarks he/she should remain in the room long enough to ascertain whether there are questions members of the Board or the Superintendent desire to ask.

### Interruptions

There shall be no undue interruptions of anyone speaking to the Board, except by the President to advise of time limitations. If the presentation is out of order or not factual and this is known to someone present, a note should be sent to the President who may interrupt to clear up a point.

### Time Limitations

Time limitations on length of presentations (normally five minutes) may be imposed by the President either before or during the presentations as, in his/her judgment, are required; however, if a visitor desires to speak on a subject under consideration by the Board he/she should seek recognition before the Board takes action.

(Approval date: September 25, 1995)