

PUBLIC PARTICIPATION AT BOARD MEETINGS
(Districts Designating a Public Comment Period)

To provide for full and open communication between the public and the Board of Education, the Board authorizes the following avenues for the exchange of information, ideas and opinions related to the operation of the district.

Grievance through Established Policy and Procedure

The Board believes that many issues will be resolved quickly and efficiently if brought to the attention of teachers, administrators and other staff prior to bringing the issue before the Board. For that reason, if there is an existing policy or procedure setting forth a grievance or complaint process to resolve a particular issue, students, employees and members of the public must follow that process prior to bringing the issue before the Board. The Board may refuse to hear an issue that has not been brought through the appropriate channels.

Written Correspondence

Students, employees and members of the public are encouraged to direct written correspondence, including electronic correspondence, to the Board by submitting that correspondence to the superintendent or Board president. Any written correspondence addressed to the Board will be provided to all Board members. Written correspondence should be limited to no more than two pages. The Board may request that an issue be added to the agenda for the next regular meeting.

Agenda Items

Any member of the public who wishes to have an item placed on the agenda will present the request in writing to the superintendent or designee. The request must be submitted pursuant to Board policy and received at least seven days prior to the scheduled meeting. The item will then be appropriately placed on the agenda.

The Board does not guarantee that it will hear any agenda item and reserves the right to refuse to hear an agenda item, particularly upon the advice of legal counsel or if the subject was discussed in a previous meeting. The Board believes that many issues are resolved more efficiently if they are brought to the attention of teachers, administrators and the superintendent first. If a grievance policy or procedure applies, the Board will only hear a matter in accordance with the policy.

The Board may impose reasonable restrictions on the number of items to be considered, the number of spokespersons and the speaking time of spokespersons appearing before the Board. If the meeting agenda is full, the Board may reschedule an agenda item for the next regular meeting. The Board may waive formalities in emergency situations, within the limitations of the law.

Public Hearings

From time to time, the Board will schedule a public hearing to receive input on matters of concern to the community, such as setting the district's tax rate. The public will be provided notice of such hearings as required by law.

Public Comment

A specifically designated time will be set aside for public comments at all regular meetings of the Board of Education. The following rules will be applied to the public comment portion of the meeting:

1. The president must recognize the speaker before he or she is allowed to speak.
2. The speaker must provide his or her name, address, telephone number and the subject of the comment on a sign-up sheet prior to the start of the Board meeting. Individuals will be heard on a first-come, first-served basis.
3. The Board will establish a maximum time limit for the public comment period and each individual may only speak for five minutes. The Board president will monitor the time and will strictly adhere to these time limits.
4. No individual will be permitted to speak more than once during this period if there are other persons who would like to speak and have not spoken yet.
5. The Board president may select one or two representatives of a large group to speak to the issue.
6. The Board will take all comments under advisement, and responses to patrons or groups will be made after research and study. The Board may request that an issue be presented as an agenda item at the next regular meeting.
7. Only items from the posted agenda may be discussed. If an individual seeks to address an issue that is scheduled to be discussed by the Board in closed session, the Board may require the person to hold his or her comments until closed session.
8. The Board may vote to suspend or amend these rules in extraordinary circumstances. The Board may impose additional rules as it deems necessary and reserves the right to alter the above rules depending on the circumstances. The Board reserves the right to cancel, reschedule or delay the public comment period at any time or delay comment on a particular

topic. The Board may refuse to hear comments on a particular topic if advised to do so by legal counsel.

9. The Board may vote to suspend or amend these rules in extraordinary circumstances. The Board may impose additional rules as it deems necessary and reserves the right to alter the above rules depending on the circumstances. The Board reserves the right to cancel, reschedule or delay the public comment period at any time or delay comment on a particular topic. The Board may refuse to hear comments on a particular topic if advised to do so by legal counsel.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/08/1994

Revised: 01/12/2004; 10/14/2013

Cross Refs: GBM, Staff Grievances
KC, Community Involvement in Decision Making
KK, Visitors to District Property/Events
KL, Public Complaints
KLB, Public Questions, Comments or Concerns Regarding District Instructional/
Media/Library Materials

Legal Refs: §§ 610.010 - .035, RSMo.

Camdenton R-III School District, Camdenton, Missouri