

## School Board

### Public Participation at School Board Meetings and Petitions to the Board

At each regular and special open meeting, members of the public and District employees may comment to or ask questions of the School Board, subject to reasonable constraints.

The individuals appearing before the Board are expected to follow these guidelines:

1. Persons wishing to address the Board on an agenda item will file notice with the Secretary of the Board prior to the opening of such meeting. Notification to address the Board will include: person's name, name of organization, address, and agenda topic.
2. No person less than eighteen (18) years of age may address the Board unless accompanied by his/her parent, guardian or teacher or upon special request of the Board.
3. No person or organization shall be permitted to speak of more than one item on the agenda.
4. Only one person may be at the lectern at any time.
5. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President. The appropriate time shall be referred to as Recognition of the Public.
6. The time allowed each speaker shall be determined by the number of notices received but shall not be reduced to less than 5 minutes per person. Each person will be heard in numerical order of receipt of notice.
7. Identify oneself and be brief. Ordinarily, comments shall be limited to 5 minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 5 minutes.
8. Questions are to be directed to the Board of Education as a whole and may not be put to any individual members of the Board or Administrative staff. It shall be in order for Board members to interrupt a speaker at any time to ask questions or make comments as frequently as necessary to clarify the discussion.
9. No person addressing the Board shall make charges or level complaints against individual employees under the jurisdiction of the Board of Education. Such charges or complaints will only be accepted in writing, and will not be considered unless signed by the person making the charges. The Board will call for investigation of all charges.
10. Observe the Board President's decision to shorten public comment to conserve time and give the maximum number of individuals an opportunity to speak.
11. Observe the Board President's decision to determine procedural matters regarding public participation not otherwise covered in Board policy.
12. Conduct oneself with respect and civility toward others and otherwise abide by Board policy, 8:30, *Visitors to and Conduct on School Property*. Boisterous conduct or verbal abusive language will not be permitted at any Board meeting, nor will defamatory accusations be tolerated. The President or Chairperson may terminate the privilege of any speaker who violates this regulation.

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

LEGAL REF.: 5 ILCS 120/2.06.  
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:220 (School Board Meeting Procedure), 8:10 (Connection with the  
Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: April 18, 2016