

Elverado CUSD 196 Board of Education
Board Meeting - Public Participation Guidelines

The following procedures will govern Recording and Public Participation for Board and Committee meetings:

1. Individuals wishing to address the Board or a Committee, or record a Board or a Committee meeting are asked to **notify the superintendent 24 hours in advance** of the Board meeting.
2. Address the Board only at the appropriate time as indicated on the agenda, and when recognized by the Board.
3. Presentations must be specific to educationally relevant issues; individuals wishing to address the Board must indicate the specific topic or issues about which they will be speaking while notifying the superintendent of their wish to address the Board.
4. The total amount of time to be devoted to public participation will be a maximum of one-half hour for plenary session or 15 minutes for committees. However, no individual will be allowed to speak for more than **five minutes**. The Board may reduce the time for each person to address the Board to conserve time to allow the maximum number of people the opportunity to speak.
5. Only one person may represent an organization before the Board at any given meeting, unless permission for multiple people to speak is granted by the Board or Committee chairperson. Individuals from the same organization may present together; however, having more than one representative present will not increase the maximum presentation time.
6. Priority for presentation of testimony will be given to individuals who have not previously addressed the Board on a given issue.
7. Questions are to be directed to the Board of Education as a whole; individual members of the Board or administrative staff may not be questioned.
8. Board members may interrupt a speaker at any time to ask questions or make comments as frequently as necessary to clarify a 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 investigate all charges.
10. The Board will permit the recording of the proceedings of a public meeting of the Board or a Committee in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting. Meetings or portions of meetings that are permitted by the Act to be closed to the public may not be recorded by the public. The chairperson of the Board or Committee may designate a location for recording equipment or camera, 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. The chairperson of the Board or Committee shall be the Board member with authority to determine when any recording device or camera interferes with the conduct of a Board or Committee meeting and may order that a device causing interference be removed.
11. The Board shall assume no liability for any damaged, lost, or stolen recording equipment or for any damage or injury caused by any person recording Board proceedings.
12. Boisterous conduct will not be permitted at any Board or Committee meeting, nor will any defamatory or abusive language be tolerated. Public participants are expected to conduct themselves with respect and civility towards others, and abide by Board Policy 8:30 – *Visitors to and Conduct on School Property*. The Board or Committee chairperson may terminate the privilege of any speaker who violates this regulation.