

Policy Code: 2310 Public Participation at Board Meetings

Board meetings are conducted for the purpose of carrying on the official business of the school district. The public is cordially invited to attend board meetings to observe the Board as it conducts its official business.

The Board of Education, as an elected representative body of the school district, also wishes to provide a forum for citizens to express interests and concerns related to the school district. To provide an opportunity for input while conducting an orderly meeting, individuals or groups may be heard by the Board in accordance with policy.

Requests to Place Item on the Agenda

In order that the Board may fairly and adequately discharge its overall responsibility, citizens desiring an item to be placed on the agenda for a specific board meeting should direct written requests to the superintendent or designee at least ten working days prior to the meeting.

The request should include:

- the name and address of the person or persons making the request;
- the organization or group, if any, represented; and
- a brief explanation of the nature of the item. Questions and/or materials to be presented to the Board are to be submitted along with the request. Additional items may be added to the agenda by the Board on a majority vote of the Board Members.

The Superintendent will confer with the Chairperson of the Board concerning whether to approve placing the requested item on the agenda, and to determine the appropriate meeting for such discussion.

The Superintendent, with the consent of the Board Chairperson, will accept or deny a request for inclusion on the agenda for any reason determined appropriate by the Superintendent and chairperson.

The Superintendent will explain any other processes available for addressing the concerns.

The Superintendent will notify the requesting party of the response to the request. The Board may, by majority vote and notwithstanding prior denial by the superintendent, consent to hear a presentation where the appeal to speak is made immediately prior to or during the course of the meeting.

Requests to Address the Board

The first 30 minutes of at least one regularly scheduled board meeting per month will be set aside for citizens to address the board. Any citizen not heard at that time may be heard at the end of the business session. A sign-up sheet will be available for any individual or group to indicate their desire to address the Board.

If the board does not hold a regular meeting during a month, the board will not provide a time for public comment at any other meeting held during that month, unless a majority of the board votes to allow public comment at the meeting or unless the purpose of the meeting is a public hearing.

Board members will not respond to individuals who address the Board except to request clarification of points made by the presenter.

Except in cases of emergency, information received during presentations will not be acted upon at the time it is received. It will take unanimous vote of the Board Members present to take action on a presentation considered to be of an unusual or emergency nature at the time it is presented.

Speakers will be allotted up to three (3) minutes to address the Board. The Board will accept copies of written statements from the respective speakers.

Disruptions by any person or persons of a public meeting will be subject to action in accordance with [G.S. 143-318.17](#).

Reports of Complaints

Complaints about the performance of school personnel, implementation of board policy, the quality of the educational program or school facilities should be submitted initially for a response to the school district official responsible for the program or facility or to the Superintendent. The Superintendent or designee will make available this board policy and other relevant grievance procedures to any individual or group submitting a complaint.

Adopted: 07/16/2001

Revised: 03/21/2016