

EASTERN SCHOOL DISTRICT

POLICY STATEMENT

SUBJECT: **Public Participation at Board Meetings**

DATE OF ADOPTION: February 12, 1997

EFFECTIVE DATE: **May 9, 2007**

REVIEW DATE: May 9, 2007

SUPERSEDES: January 8, 1997

CROSS REFERENCE:

PAGE: 1 of 1

The Eastern School District Board shall welcome presentations by groups or individuals as part of the regular Board meeting. All presentations will be made in compliance with the following regulations. All members of the public are welcome.

Regulations

1. A written request shall be submitted to the Board Chairperson or Superintendent of Education seven days prior to the date of the meeting giving details of the name of the group or individual and the issue to be addressed.
2. In exceptional circumstances or if, in the opinion of the Board Chairperson or Superintendent of Education, the public good would be better served, groups or individuals may make presentations to the Board if notice is given to the Chairperson prior to the meeting.
3. The public input portion of the Board meeting agenda shall be limited to no more than an aggregate of 30 minutes, including time for questions.
4. Presenters shall be encouraged to provide a written submission which may be distributed to the board members prior to the meeting.
5. Public participation guidelines shall be provided to groups to facilitate their presentations.
6. The Board shall respond to all presentations in a timely manner.

**GUIDELINES FOR PUBLIC PARTICIPATION
AT EASTERN SCHOOL DISTRICT REGULAR BOARD MEETINGS**

Individuals or groups wishing to make a presentation to the Eastern School District Board are required to submit a written request to the Board Chairperson or Superintendent of Education. Except in unusual circumstances, requests for presentation must be made seven days prior to the date set for the Board Meeting.

Requests should include:

- Name of the organization,
- Contact person,
- Telephone number,
- Issue to be addressed, and
- Approximate time required for the presentation.

Although written submissions are preferred to allow for distribution to Board members prior to meetings, oral presentations may be made. In either case, presentations should be concise, limited to the issue, and contain a proposed resolution.

All questions and responses must be addressed to the Chairperson since Board members do not normally respond to presentations. However, Board members may be provided the opportunity to ask questions should clarification be required on any issue.

Sensitive issues such as those pertaining to matters affecting individual students or individual employees and matters of litigation will be dealt with by the Board in camera. Presenters will be advised by either the Superintendent or Board Chairperson if the issues are deemed to be in camera.

Public input is scheduled early in the Board Meeting. Before the meeting begins, the contact person for a presentation should notify the Chairperson of his/her desire to be on the agenda.

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