

PUBLIC PARTICIPATION AT BOARD MEETINGS ADMINISTRATIVE PROCEDURE

The Saco School Board recognizes the value of public comment on educational issues and the importance of seeking public involvement in its meetings. To allow fair and orderly involvement, the Board will provide opportunity for public input in accordance with the following policy.

A. Items Not on the Agenda

Requests to address the Board on non-agenda issues must be made to the Superintendent of Schools or Board Chair at least 10 days prior to the date of a regular or special Board meeting. Such requests must be made in writing and must set forth the specifics of the subject to be addressed. Comments are to be presented in a clear and concise manner and may not involve personalities, complaints about specific individuals, or be abusive, obscene or irrelevant. The Board Chair shall establish a time limit for individual presentations and/or terminate an individual's statement when it is too lengthy or violates any of the standards of common etiquette or Board policy. At his/her discretion, the Chair may refuse to hear a speaker addressing redundant issues or those that have been covered at previous meetings.

B. Items on the Agenda

The Board, at the Chair's discretion, may allow individuals to express an opinion prior to Board action on agenda items. If possible, individuals should notify the Superintendent or Board Chair of their desire to speak prior to the start of the meeting. The Board Chair may also choose to recognize individuals wishing to speak on a specific issue either before or after Board discussion on the matter.

Individuals wishing to speak must first be recognized by the Board Chair. After identifying themselves, the speakers will be allowed to make brief comments which are strictly limited to the topic under discussion. All speakers must observe common rules of etiquette. The Board Chair may terminate or interrupt an individual's statement when it is too lengthy, becomes personally directed, abusive, obscene, or irrelevant to the topic. A time limit of five minutes will be allowed for each speaker with recognition for a second time on an agenda item withheld until all others wishing to speak have been heard. Under special circumstances, the time limit may be extended by the Board Chair.

SACO SCHOOL DEPARTMENT

NEPN/NSBA Code: BEDH-R

By a majority vote, the Board as a whole may extend the time allowed for an individual speaker or overrule a decision made by the Board Chair regarding recognition of a speaker or termination of an individual's statement.

Adopted: December 10, 1996

Revised: _____

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