

## **Public Participation at Board Meetings**

In the interest of orderly conduct of Board meetings, individuals or organizations desiring to be heard by the Board shall make their requests to the superintendent or Board secretary five business days prior to the scheduled meeting. The request must include the individual's name, address, purpose of the request and topic to be discussed. The superintendent shall review such requests to determine if the concern or issue may be resolved without placing the topic on the Board agenda. If necessary, the superintendent may ask for appropriate review by the district administration. Once such a review is complete, the superintendent shall place the item on the next Board meeting agenda as appropriate.

Citizens who want to speak to the Board are invited to do so during the public comment section of the meeting agenda. A person or representative of a group or organization intending to speak shall be required to sign up on a form provided by the Board prior to the beginning of the meeting. On the day of the Board meeting, the sign-up sheet for public comment shall be available in the office of the Board Secretary (Suite 200, The Administrative Center) during the regular business hours of 7:30 am – 4:30 pm, thereafter; it will be available in the boardroom (Arapahoe Room, The Administrative Center) from 4:45 pm. to 6:00 pm. The person signing up shall give the subject to be addressed, his or her name, address and telephone number and if applicable, the group or organization the person represents. The number of speakers is limited to ten.

No person shall be permitted to sign up for another person nor shall anyone be permitted to exchange time or yield time to another. At the beginning of the "comments from the audience" section, speakers will be called by the Board president in the order in which they are listed on the sign-in sheet.

The following guidelines shall be observed:

1. Speakers shall limit their comments to three minutes unless the time limit is waived by a majority vote of the Board members present.
2. No charges or complaints against individual district employees should be made. Such charges or complaints must be sent in writing and signed to the Board or superintendent in accordance with Board policy.
3. Remarks that discriminate against anyone or adversely reflect upon the race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, disability or need for special education services shall be considered out of order and may end the speaker's privilege to address the Board.
4. Defamatory or abusive remarks or profanity shall not be tolerated.
5. If more than one person wishes to speak on the same topic, the new speaker shall be limited to providing new information only.
6. The Board and superintendent may ask questions of the speaker to better understand the comments made.

7. If the Board feels further action is necessary, the superintendent will be directed to take appropriate action. The results of such action shall be communicated to the concerned citizen.
8. The Board shall not take formal action on any concern or request at the time of the speaker's presentation.

Approved: March 12, 1985

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Revised and recoded: December 19, 2013

CROSS REF.: AC, Nondiscrimination/Equal Opportunity