

## **POLICY 1520F PROCEDURE AND GROUND RULES FOR PUBLIC INPUT ON THE DAY OF BOARD MEETING**

Meetings of the Oneida School District 351 are open to the public. However, the legal right to be present at such meetings does not include a legal right to speak or participate in such public Meeting. During select meetings of the Board, the agenda includes a Public Input opportunity for the Board to receive direct input from individuals in attendance at such meeting.

1. Persons wishing to be heard shall register by completing a Request to Address the Board Form and providing such to the Clerk of the Board no later than the commencement of the meeting.
2. The Request to Address the Board form shall include the name of the individual as well as a brief summary of the subject matter sought to be addressed.
  - a. This must be provided in order for the Board to properly determine if such input should be provided to the Board in Open session or Executive Session.
  - b. Subject matters that must be addressed in Executive Session include, but are not necessarily limited to hiring, the evaluation, dismissal, disciplining of, or complaints or charges against an employee, public officer, or student of the District.
  - c. The subject matter sought to be addressed must relate to Board/School matters.
3. The Chairman of the Board will conduct the Public Input segment of the Agenda and will recognize speakers during Public Input in whatever order the Chairman selects.
4. Each speaker shall be allowed a maximum of two (2) minutes to address the Board, unless otherwise indicated by the Chairman.
  - a. Speakers shall speak directly to the issue, as briefly and fully as possible.
  - b. Persons seeking to have the Board take action upon a specific matter shall be specific to the Board regarding what action they desire to have taken.
5. The Board may ask questions, for the purpose of clarification.
6. The Board has no obligation to answer questions raised during Public Input. The Board shall refer all questions to the Superintendent for a response.
7. The Board will take no action and make no decisions during Public Input.
8. Presentations are to be civil and respectful. Public Input shall not disrupt the public meeting. There shall be no intimidation or personal attacks against the Board, members of the Board, school Employees, or students of the District. Shouting, loud statements, threats, name calling, offensive personal references, or other improper conduct is strictly forbidden. Individuals engaging in inappropriate conduct will be asked to leave the meeting. Failure to leave may result in law enforcement intervention.
9. The Chairman of the Board has the authority to terminate Public Input if the rules are not followed and/or should the input become redundant.
10. In the event of Public Input, a general statement of the comments made will become part of the public record and minutes for the Board meeting.

# OFFICIAL REQUEST TO ADDRESS THE BOARD

\*A completed copy of this form must be given to the Board's Clerk prior to the commencement of the meeting. No forms will be accepted after the meeting has started.\*

Date: \_\_\_\_\_

Patron Name: \_\_\_\_\_ (Please Print)

Subject Matter Desiring to Address:

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The following subject matters may not be addressed:

- The hiring of a public school employee.
- The qualifications of any individual employed/prospective employee.
- The evaluation or performance of any individual employed by the District.
- A complaint or concern about any individual employed by the District.
- A complaint or concern about any student enrolled at the District.

\_\_\_\_ I have read the procedures in full as presented on Page 1. I agree to follow the procedures and ground rules for public input set forth by the Oneida School Board. I agree to step down immediately and peacefully if my conduct and/or comments are deemed inappropriate by the Board's Chairperson, even if I disagree with the request.

\_\_\_\_\_  
*Signature*