

STAUNTON COMMUNITY UNIT SCHOOL DISTRICT #6

Welcome to the Board of Education Meeting – Procedures for Public Comments

Recognition of Public/Visitors

The Board encourages and welcomes public participation during meetings open to the public at the designated time on the agenda. At each regular and special open meeting, members of the public and District employees may comment to or ask questions of the School Board, subject to reasonable constraints.

The Board of Education follows a written agenda and you will be given time during the visitor's period to present your concerns. If you have not indicated your wish to speak by requesting to be put on the agenda, you will be given time but must be recognized by the President of the Board of Education. You will be allowed five minutes of time to briefly state your problems or concerns. This time is allotted for you to present your concerns and is not intended to be a discussion time with the Board of Education. Board members may ask you questions if needed to clarify the concern. After the visitor's comments section on the agenda of the meeting is completed, visitors should only respond when they are questioned.

To preserve sufficient time for the Board to conduct its business, any person appearing before the Board is expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President. This includes following the directives of the Board President to maintain order and decorum for all.
2. Use a sign-in sheet, if requested.
3. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation shall be limited to five minutes. In unusual circumstances, and when an individual has made a request to speak for a longer period of time, the Board President may allow a person to speak for more than five minutes.
4. Observe, when necessary and appropriate, the Board President's authority to:
 - a. Shorten the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak; and/or
 - b. Determine procedural matters regarding public participation not otherwise covered in Board policy.
5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy 8:30, Visitors to and Conduct on School Property.
6. A designated spokesperson should be chosen to speak for large groups.

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

Your cooperation is requested in complete the following questions:

Name: _____

Address: _____

If you represent an organization, please indicate: _____

