

GUIDELINES FOR PUBLIC PARTICIPATION DURING WARREN WOODS BOARD OF EDUCATION MEETINGS

1. To speak to an item on the Agenda.

All Board meetings are open to the public. Community members may comment on Agenda items. Persons wishing to speak concerning an item should indicate their intent to the presiding officer of the Board, either prior to or during the meeting. The presiding officer of the Board will then recognize the individual at the proper time and allow the person to make a public statement or question. **The person should go to the lectern and give name and address and group affiliation if applicable.**

2. “Public Expression”

Members from the audience may address the Board at the point on the Agenda identified as “Public Expression”. **Note:** This person should go to the lectern and give name and address. In addition, give group affiliation, if and when appropriate.

3. Content/Length

While members of the community are entitled to free speech, public comments at an open Board Meeting must follow these guidelines:

- A. Each statement made by a participant shall be limited to **three (3) minutes** duration.
- B. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- C. Participants shall direct all comments to the Board as a whole and not to staff or other participants.
- D. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- E. The presiding officer may:
 1. prohibit public comments which are frivolous, repetitive, or harassing;
 2. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 3. request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;
 4. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 5. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 6. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- F. The portion of the meeting during which the participation of the public is invited shall be limited to twenty (20) minutes, however this may be extended at the discretion of the presiding officer.