



Board of Director's Policy Governance 200 Series

Policy # 200.15

Public Comment Guidelines

PCCS Board and Committee meetings are set up in order that the business of the Board may be conducted in public. We strive for a balance between conducting board business and receiving input from the public.

The public may comment at the Board meetings at regular and special open meetings subject to reasonable guidelines. Written correspondence to the Board shall be presented at the next regularly scheduled meeting.

For an overall minimum of 20 minutes during each regular and special open meeting, any person may comment to the School Board (public comment), subject to the reasonable constraints established and recorded in this policy's guidelines below. During public participation, there will be 10 minute minimum total length of time for any one subject. When public participation takes less time than these minimums, it shall end.

To preserve sufficient time for the Board to conduct its business, any individual or group appearing before the Board are 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.
2. Identify oneself, your affiliation with the District and be succinct. Ordinarily, the time for any one person to address the Board during public participation shall be limited to 4 minutes . In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the person may be allowed to speak for more than 4 minutes.
3. Observe Board President's decision to shorten public comment to conserve time and give the maximum number of individual's opportunity to speak when necessary and appropriate, the:
 - a. Shortening of 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;
 - b. Expansion of the overall minimum of 20 minutes for public participation and/or the 10 minute minimum total length of time for any one subject; and/or
 - c. Determination of procedural matters regarding public participation not otherwise covered in Board policy.
4. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name and/or group affiliation, if and when appropriate. Participants shall direct all comments to the Board and not to staff or other participants.
5. Public comment may not include specific reference to the performance of an individual staff member, member of the Board, or the behavior of a specific student. Comments made must be respectful of the person, factual, as brief as possible, void of criticism, and void of profanity.
6. In accordance with OMA requirements and regulations, public comment shall not be a time for Board Members to answer questions posed to them from a speaker or comment on a speaker's concerns.

7. The President or Committee Chair may:
 - a. Prohibit public comments which are frivolous, repetitive, or harassing;
 - b. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - c. request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;
 - d. 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;
 - e. 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;
 - f. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
8. Observe the Board President's decision to determine procedural matters regarding public participation not otherwise covered in Board policy.
9. Conduct oneself with respect and civility toward others and otherwise abide by Board policy, *Visitors to and Conduct on School Property*. Petition or written correspondence to the Board shall be presented to the Board in the next regular Board packet

LEGAL REF.: CROSS REF.: ADOPTED: REVISED:

5 ILCS 120/2.06.

105 ILCS 5/10-6 and 5/10-16.

Adoption Dates:

Adopted: October 23, 2003

Revised and Adopted: April 28, 2009

Revised and Adopted: December 2014