

Revised: December 13, 2010  
Revised: June 10, 2013  
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## PUBLIC PARTICIPATION AT BOARD MEETINGS

The Evansville Community School District Board of Education welcomes citizens of the District to appear at Board meetings to voice their concerns and provide input. At the same time, citizens should bear in mind that even though Board meetings are open to the public, they are not meetings of the public. Hence, it is necessary to maintain order at Board meetings.

At the Board's first regular meeting of the month, normally the second (2<sup>nd</sup>) week of the month, Public Presentation segments will provide the opportunity for the audience to bring forward an item of interest, not already on the agenda or comment on items on the agenda. A registration form (Blue Card) should be filled out and submitted by the end of this segment for anyone wishing to comment during this section. At Committee of the Whole meetings, normally the fourth (4<sup>th</sup>) week of the month, only comments related to items on the agenda may be offered. The Board will verify that if there is a concern, the community member has first discussed the issue with the appropriate staff member as needed.

In accordance with the intent of the open meetings law, the Board can not respond or take action on any item not published on the agenda but may ask questions to seek further information.

Should audience members, or members of the public in general, want to request an item for a future agenda, they should contact a Board member who will forward the item to the Board President or District Administrator who will consider the item for a future agenda as appropriate. Items for future agendas should be submitted for consideration to the Board President or District Administrator at least one full week prior to the meeting. Such factors as time, agenda and urgency of the proposed request will also be considered.

The Board/Committee cannot hear complaints of school personnel. The Board President or Chairperson will redirect any such comments to the District Administrator for follow up per District Policy #871, Public Complaints About School Personnel.

The following guidelines will allow the Board to receive public input and continue to conduct the business of the District in an orderly and efficient manner. Each speaker shall be allowed up to three minutes to address an issue or express an opinion. However, the time to speak may be decreased by the President due to time constraints of a meeting. The Board may set a time limit for discussion of an issue, to accommodate the number of speakers, and may decide if a separate hearing is needed on an issue. Any deviation from these guidelines shall be at the discretion of the Board President.

1. Any individuals may present comment at a board meeting by submitting an electronic form at <https://forms.gle/X2DLjh7dHumXdpxt5> or by registering with the District Administrator or their designee beginning 15 minutes before the time scheduled for a Board meeting or a public hearing.
2. Minors must have permission from parent/guardian.

3. Full address of their place of residence must be on registration forms.
4. Citizens can express an opinion in writing on the registration form. All Board members will read these opinions.
5. If a person wants to speak on more than one issue, a registration card should be submitted for each issue.
6. Public appearances at regular or special board meetings and committee meetings will be permitted at the point of the meeting as indicated in the meeting notice/agenda. The members of the audience should not comment or interrupt during the Board's discussion unless specifically invited to speak.
7. Registrants will be called to speak according to the order in which they have registered.
8. Each speaker must rise and note their name for the record.
9. A process monitor can be appointed to assist in enforcing the time limits.
10. There shall be no interruptions by other persons in the audience.
11. The Board members or District Administrator may ask questions during or after the presentation.
12. The Board President may rule a presentation repetitive or out of order and terminate it.
13. The Board President, at their discretion, may ask for public input during a meeting.
14. Persons presenting written documents are strongly urged to bring at least 15 copies for Board members, key administrators, and the press, or email a copy to the District Administrator.

Legal Ref.: Section 19.81 Wisconsin Statutes (Declaration of Policy)  
19.83 (2) (Meetings of Governmental Bodies)  
19.84(2) (Public Notice)  
19.85 (Exemptions)

Local Ref: Policy #871 – Public Complaints About School Personnel