

SPRINGPORT PUBLIC SCHOOLS
BOARD OF EDUCATION
PUBLIC PARTICIPATION BY PERSONS
IN ATTENDANCE AT OPEN MEETINGS

In order to assure that persons who wish to appear before the School Board may be heard and at the same time conduct the meetings in an orderly and efficient manner, the following procedures will be adhered to during the public communication period at School Board meetings.

- 1) Persons wishing to speak before the Board will be heard at the time allotted on the agenda for "Communications from the Public". If representing a group, the group should be identified by the individual speaking. Such presentations should be as brief as possible. A speaker shall be allotted five (5) minutes, and a group for no more than twenty (20) minutes.
- 2) The Board will listen, make necessary inquiries, and then take the matter under advisement. It is a practice of the Board to refer matters to the Superintendent. If the matter has previously been reviewed by the Superintendent, it may then be referred to a committee of the board. A report to the person or group making the inquiry and to the Board of Education will follow as soon as it is reasonably possible. If Board action is necessary, it will usually be taken up at the next regular meeting.
- 3) As a courtesy to the Board, the public, and for organizational purposes, space is provided below requesting name, address, phone number, email address and if representing a group or organization, its name. This paper should be presented to the Board Secretary prior to the beginning of the meeting.
- 4) During the public communication period, the Board will listen to school related topics, but for the speaker's protection, no mention of specific school employees by name will be allowed. Complaints made against school personnel are not to be expressed in an open meeting. Such complaints are to be submitted to the board in writing and considered in open or closed session according to the wishes of the person(s) involved.
- 5) Persons wishing to make a presentation which may take more than five (5) minutes are required to notify the Superintendent, in writing one (1) week prior to the board meeting so that a place may be considered on the formal agenda.
- 6) The board vests in its President, or other presiding officer, authority to terminate the remarks of any Individual when they do not adhere to these rules or when, in the opinion of the presiding officer, they disrupt the decorum of the Board meeting. Further, the presiding officer may announce additional conditions based on time limitations or other factors.

Name: _____ Phone Number: _____

Address: _____ Email address: _____

Name of Organization: _____

Topic(s) of Discussion: _____