

BCBI PUBLIC PARTICIPATION

At each regular or special meeting of the board, an open forum shall be held so that citizens may participate in the meeting. During the open forum, any person may address the board with respect to district affairs and may present petitions or other documents for consideration by the board.

The president shall be authorized to impose a limit of 5 minutes on each speaker unless extended by consent of the board. The period of time for all speakers on all topics shall not exceed 20 minutes unless extended by consent of the board. If a group has comments, a spokesperson should be selected to speak on behalf of the group. If a prepared statement is used, copies of the statement should be provided to board members and the superintendent.

Proper decorum during open forum shall be maintained by the following process:

1. Those persons wishing to speak in open forum must complete the appropriate speaker registration card (which will be available at all Board meetings), and deliver it to the Clerk of the Board prior to the commencement of the meeting.
2. The Board president will recognize individuals by name when it is their turn to speak.
3. When a person addresses the Board, the person's name, address, their children's school affiliation and, if speaking for a group, the name of the group must be identified.
4. Comments made during open forum will not be made a part of the official minutes of the board meeting.
5. Remarks from persons speaking in open forum criticizing specific District employees are not permitted. Comments criticizing specific District employees should be made in writing to the Superintendent.
6. Comments may not be made in open forum which reflect adversely on an identifiable student, except that the parent of such a student has the option of discussing such matters involving his or her child in open forum. The Board prefers to have such matters brought to its attention in writing or in executive session.
7. Language spoken during open forum should be professional, concise, and respectful to all members of the audience.
8. A speaker may be asked by the Board to elaborate or clarify a comment made during open forum to better understand the issue. Comments by the Board are not intended to engage the speaker in debate or dialogue.

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9. At the end of the open forum, the Board President may summarize the type of response each speaker will receive from the District.

The Board President will have authority to maintain order during the open forum by any necessary and legal means.

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Request to Add an Agenda Item

This form must be completed and returned to the clerk or the superintendent at least 7 days before the meeting at which you wish to speak.

Your request will be reviewed, and one of two recommendations will be made:

1. Referral of your request to the appropriate administrator.
2. Decision by the Board of Education to add as agenda item.
 - Presentations shall not exceed 5 minutes.
 - Subjects, other than policy issues, will generally be referred to the administration.
 - Comments shall be limited to issues and not refer to personalities.
 - Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
 - Typed copy or an outline of your presentation must be included with this request form.
 - May be placed by not guaranteed.

Permission to appear before the board at a regular meeting is subject to the above rules.

Name _____

Address _____ Telephone _____

Individual or organization (if any) you represent _____

Organization's address _____

Signature _____ Date _____

District official's signature _____

Date received _____ Time received _____