

---

All meetings of the Board shall be open to the public and conducted by the Revised Roberts Rules of Order. All actions of the Board shall be taken openly and the deliberations leading to Board actions shall likewise be conducted openly. The Board may exercise its right to meet in Closed Session, but only as provided for by law. No action can or shall be taken by the Board while it is in Closed Session. All actions shall be taken in an open meeting. In keeping with the Board's responsibilities to the community and its sincere desire to maintain an open and effective dialogue, the following provisions have been made for public involvement in Board meetings.

## I. SECURING PLACEMENT ON THE AGENDA

A. Individuals or organized groups desiring to secure a position on the formal meeting agenda in order to make a presentation to the Board must submit a written request to the Superintendent.

1. The letter should state fully:

- a. the subject matter of the presentation to the Board;
- b. the spokesperson's name; and
- c. the name of the organization (if applicable), address, and amount of time desired.

B. **The Board shall have discretion to accept or reject the request to make a public presentation to the Board, and (if accepted) to schedule it consistent with the Board's timing considerations.** As soon as possible after receipt of the request, the Office of the Board of Education will inform the requesting party the amount of time to be allotted to the spokesperson, and identify the position on the agenda. The Office of the Board of Education will also supply the applicant with a copy of the agenda. The Board reserves the right to confine any discussion to a definite period of time and to refer the matter to an appropriate committee of the Board for further consideration. The President may immediately terminate any presentation that in his/her judgment is **personally abusive and/or in extreme bad taste abusive or vulgar or otherwise inappropriate.**

## II. SUSPENSION OF THE RULE

Upon the motion of a member of the Board passed by a majority of the members of the Board present at the meeting, the rules governing the conduct of the meeting may be suspended to allow a member of the public to address the Board during the course of the meeting regarding the subject matter then under discussion. Any input by any member of the public pursuant to this suspension of the rules shall be confined to the issue for which the rules were suspended and shall be limited in time, subject matter, and manner of presentation by the President acting in his/her sole discretion.

### III. PUBLIC COMMENTARY

Fifteen (15) minutes shall be set aside prior to the beginning of each regularly scheduled Board meeting for the public to address the Board on any of its concerns. The Board shall conduct the public comment process using the following guidelines:

1. Those desiring to address the Board shall be requested to sign a log sheet with their name and address. The Board President shall call on individuals in the order in which they signed the sheet. Additional individuals may make comments at the Board President's discretion.
2. The Board President shall read the following statement prior to public comment:  
*Board meetings are meetings held in public, not public meetings. Nonetheless, the Board appreciates input and comments from the public. Therefore, the Board sets aside time to seek and hear public commentary prior to the beginning of its regularly scheduled Board meetings. In general, each commenter will have three minutes to comment, however, the President, in his/her discretion may agree to extend that time. To facilitate a reasoned, thoughtful decision-making process, the Board generally does not respond immediately to comments, but may ask clarifying questions and/or provide basic data, During its regular meetings (tonight and in the future), the Board will discuss the issues raised during public comment and reach a decision if necessary. At its discretion, the Board may invite individuals and/or groups to a future Board meeting to hear an update and to dialogue further with the Board. Thank you in advance for your comments and for taking the time to provide input to the Board.*
3. Questions or comments from the public are to be directed to the Board of Education as a whole.
4. To facilitate a reasoned, thoughtful decision-making process, the Board generally will not respond immediately to comments, but may ask clarifying questions and/or provide basic data.
5. No action shall be taken by the Board during the public comment period.
6. At the discretion of the Board President, the public comment time period may be extended beyond fifteen (15) minutes.
7. After considering the public comments and other relevant information at its regular meeting(s), the Board may choose to invite the individuals or groups making the comments to a future Board Meeting for an update and dialogue with the Board. This update and dialogue may occur during the public comment time period prior to a regular Board meeting.
8. **Boisterous conduct and inappropriate conduct or vulgar or abusive language** will not be permitted. The President may terminate the privilege of any speaker who violates this regulation. The Board will record in its meeting minutes the approximate number of

people who spoke during the public comment period preceding the meeting, and the topic to which their comments related. In its discretion, the Board may include additional detail on the identity of the commenters and the nature of their comments.

**Notice to the Public**

*You may address the Board on any matter during the public comment portion of the meeting. Please sign in on the sheet provided at the back of the room before the start of the meeting. The President will also ask if there are any other speakers and those who raise their hands will also be allotted time. Your comment period begins after you are recognized by the President.*

*All meetings of the Board are open to the public, and the public comment is accepted for an expected period of 15 minutes, with a maximum period of 30 minutes at each meeting. At the beginning of your comment, please state your name. There is a three (3) minute time limit for all speakers. At the end of your three (3) minutes, the President will notify you that your time limit has been reached. Please be aware that the Board expects that all speakers will respect the time limit, and the Board is not required to respond to your remarks during the course of the meeting.*

**Cross Reference:** Board Policy- 1120 Community: Board of Education Meetings

**Policy adopted:**

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

**Policy revised:** October 19, 1981

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

**Policy reviewed:** May 16, 1983

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

**Policy reviewed:** June 20, 1988

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

**Policy revised:** August 24, 1992

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

**Policy revised:** January 17, 1994

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

**Policy reviewed:** January 27, 1997

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

**Policy revised:** December 15, 2008

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

**Policy revised:** April 20, 2009

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

**Policy revised:** January 19, 2016

BOARD OF EDUCATION, School Dist. 101, Western Springs, IL