**Policy:** The governing body of PSOE (PSOE Board) recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters, while also recognizing the need for certain procedures and limitations on such public comments in order to promote the orderly conduct of PSOE Board meetings.

**Public Comment Requirements**

1. **Adding an Item to the PSOE Board Meeting Agenda**
   1. Any person or group wishing to place an item on the agenda shall register their written intent with the Board Chair (paramountboard@paramountindy.org) or CEO (treddicks@paramountindy.org) no later than 7 calendar days prior to the meeting.
   2. Such correspondence must include
      1. Name, phone, and address of the speaker;
      2. Group affiliation, if appropriate;
      3. Topic to be addressed; and
      4. Expected time to address topic (between 0 and 5 minutes)
2. **Making Public Comment**
   1. Patrons desiring to speak to the PSOE Board may do so by registering with the PSOE Board upon arrival at the announced Public Meeting Room up to 5 minutes before the beginning of the regularly scheduled meeting.
   2. This registration shall be placed on the registration form and include the speaker's name, address, group affiliation (if applicable), the topic to be discussed, and the expected time to speak (between 0 and 5 minutes).
3. **Public Comment Rules and Guidance**
   1. Public comment shall be permitted only as indicated by the topics on the registration form.
   2. Anyone having a legitimate interest in the actions of the PSOE Board and who has signed the registration form may participate during the public comment period.
   3. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation, if applicable.
   4. No participant may speak more than once on the same topic.
   5. During the public comment portion of the meeting, statements or questions must be directed to the presiding officer, who will in turn direct comments to other Board members, if appropriate.
4. **Presiding Officer’s Discretion**
   1. The presiding officer may interrupt, warn, or terminate a person's statement if the statement is too lengthy; a personal complaint against a student, employee, or school official; abusive; obscene; or irrelevant.
   2. The presiding officer may request any individual leave the meeting when that person does not observe reasonable decorum.
   3. The presiding officer may request the assistance of law enforcement officers in the removal of a disorderly person if that person's conduct interferes with the orderly progress of the meeting.
   4. The presiding officer may 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.
5. **Time Limits.**
   1. PSOE (physically or electronically)
6. **Federal or State Statute.**
   1. When a public hearing is required by Federal or State statute, the above rules apply with the exception of the advance registration of the speakers.

**Legal Citations: N/A**

Adopted: February 12, 2012

Revised: April 14, 2020