

## 603 – Public Participation in Board Meetings

### I. Purpose:

- A. The Board of Directors (Board) of the Bryan Allen Stevenson School of Excellence (BASSE), recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings.

### II. Policy Statement:

- A. All meetings of the Board, except executive sessions, shall be open to the public. All actions of the Board shall be taken openly. The public is invited to attend Board meetings and will be given limited time to voice opinions or problems on the Board agenda.
- B. The Board recognizes its responsibility to conduct the business of the school in an orderly and efficient manner and will therefore require reasonable controls to regulate public presentations and comments to the Board. A person wishing to be heard by the Board shall first follow the procedures as outlined below.
- C. The Chair is responsible for the orderly conduct of the meeting and shall rule on the time to be allowed for public discussion. The Board as a whole shall have the final decision in determining all rulings.

#### D. Board of Directors Meeting Public Comments:

- a) Individuals wishing to make public comments at a Board meeting shall submit a written request to the Board.
  - i. An online form will be made available to submit the request.
  - ii. The request should provide the topic they wish to address and be no more than 100 words.
  - iii. The form must be submitted five (5) working days prior to the meeting.
- b) The public comment period for any one individual shall not exceed three (3) minutes.
- c) If a large number of people sign up to make comments, the Board Chair, at her/his discretion may limit the number of speakers.

#### E. Board of Directors Meeting Public Presentations:

##### 1. Initiation of Request:

- a) Any citizen or citizen group desiring to make a presentation to the Board shall file a request in writing with the School Leadership Team.
- b) The written request shall set forth the general nature of, and

the grounds for, making a presentation.

- c) All parties who are to be part of the presentation must also be made known to the Board in the request.
- d) All presentations to the Board of Directors are public presentations unless otherwise excluded by the Delaware Freedom of Information Act. All parties who are to be part of the presentation must also be made known to the Board in the request.

2. Procedure on Request:

- a) The School Leadership Team shall docket any request received, after a determination that it is a matter in the BASSE's interest and within the purview of the Board for presentation before the Board at a regular meeting of the Board.
- b) The presentation shall be no earlier than twenty (20) days after receipt of the request, except as the School Leadership Team shall decide when an earlier hearing date may be acceptable.
- c) The School Leadership Team shall notify the requesting party or parties that a written statement of the matter is to be presented must be filed with the School Leadership Team at least ten (10) days prior to the presentation date. Failure to file such a statement by the time specified will result in the postponement of the presentation until the next regular meeting of the Board, or as accepted by the Head of School.
- d) The written statement must clearly delineate the issues to be raised before the Board, and any issue not raised therein will be considered only at the discretion of the Board Chair.

3. Procedure at Board Meeting:

- a) The Board Chair, or in their absence, the Vice Chair, shall preside during the presentation and make rulings on the admissibility of issues to be presented.
- b) The Secretary of the Board shall note in the minutes of the Board the names of the parties appearing and their counsel if they are represented.
- c) The Board may continue, adjourn, or postpone a presentation for good cause upon the motion of parties or on its own motion.
- d) Method of Proceeding:
  - i. The party or parties making the presentation may rest upon their statement and briefs.

- ii. The party or parties making the presentation will be subject to examination by the members of the Board or members of the Board's administrative staff as recognized by the president of the Board.
  - iii. If a decision is called for, the School Leadership Team shall present their recommendation to the Board.
  - iv. The party or parties making a presentation may then have an opportunity for an appeal.
- e) The Board, after considering the evidence presented and the arguments made for and against the proposition, shall reach a decision and so inform the parties in writing of that decision, if a decision is warranted.

III. Responsibility:

- A. It is the responsibility of the Board of Directors to conduct business openly and make the public aware of the policy to bring matters before them.

Related Policies:

- A. xxx

Related Procedures and Documents:

- A. Delaware Freedom of Information Act:  
<http://delcode.delaware.gov/title29/c100/index.shtml>

Approval:

Revision Dates: