

## **Guidelines for Citizen Comment at School District 484 Board Meetings**

The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views. The School Board has developed policies to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

Citizens who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.

School District Employees have a legal right to privacy and therefore the specific conversations regarding employees must be managed by the School Board.

School District Students also have a legal right to privacy and in a similar manner the School Board must manage any conversations regarding students.

If at any point there is a concern regarding the possibility that employee rights or student rights are at risk, School Board members will interrupt the conversation to seek clarification on the most appropriate way to proceed with this item.

In order to err on the side of caution, the School Board may table or terminate the specific conversation. The School Board may recommend a meeting with school administration and one or two School Board members in an effort to resolve the issue and honor the citizen concerns, or the School Board may recommend holding a special meeting at a different time and date.

**"Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board."**  
Policy 206-3

**"Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public."**  
Policy 206-5

Public Comment on any agenda item will be limited to 10 minutes. Individual comment on that item will be limited to 3 minutes.