

DISTRICT BOARDS

2:230 Public Participation at Governing and Executive Board Meetings

The South Eastern Special Education District seeks to enhance its communications with those persons wishing to address the Board. During each regular and special open meeting of the Board, any person may comment to or ask questions of the Board (*public participation*), subject to the reasonable constraints established and recorded in this policy's guidelines below. The Board listens to comments or questions during public participation; responses to comments to or questions of the Board are most often managed through policy 3:30, *Chain of Command*.

To preserve sufficient time for the Board to conduct its business, any person who want to address the Board shall be expected to adhere to the following guidelines:

1. An individual seeking to address the Board shall submit a written request to the Chairman and/or Secretary of the Board at least seven (7) calendar days prior to the meeting of the Board. The written request shall state the topic or subject matter to be addressed.
2. Prior to the start of the meeting a person who has submitted a written request to address the Board shall inform the Secretary of the Board of his/her presence.
3. Use a sign-in sheet, if requested.
4. At the designated time set forth on the meeting agenda for public comments, the Chairman of the Board shall recognize those individuals who have submitted a request to address the Board and such persons shall be provided an opportunity to address the Board. This includes following the directives of the Chairman of the Board to maintain order and decorum for all.
5. Individuals addressing the Board shall state for the record their name.
6. Individuals addressing the Board shall be as brief as possible, preferably limiting their comments to no more than three (3) minutes, but up to five (5) minutes if necessary. At the sole discretion of the Chairman of the Board an individual may be allowed more than five (5) minutes if the circumstances warrant such extension. If multiple individuals wish to address the Board on the same subject, the group is encouraged to appoint a spokesperson.
7. Observe, when necessary and appropriate, the Chairman of the Board's authority to:
 - a. Shorten the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak; and/or
 - b. Determine procedural matters regarding public participation not otherwise covered in Board policy.
8. All comments shall be related to the topic or subject matter set forth on the written request to address the Board. Courtesy and respect for others shall be shown. Use of specific individual's names and slanderous or derogatory comments about anyone will not be permitted.
9. The Chairman of the Board shall have the authority and the obligation to declare out of order and terminate any comments which are not relevant to the topic to be addressed and do not meet all of the guidelines herein set forth. The Chairman may also deny the opportunity to address the Board of any person who has previously addressed the Board on the same topic or subject matter.

LEGAL REF.:

105 ILCS 5/10-6 and 5/10-16.

5 ILCS 120/2.06, Open Meetings Act.

CROSS REF.: 2:220 (Board Meeting Procedures of the Governing and Executive Boards), 8:10

2:230

(Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

Adopted: September 14, 2022

South Eastern Special Education Coop
