

Order Registered



(completed by Recording Secretary)

PUBLIC COMMENT FORM - Other Public Stakeholders

By completing & registering, I acknowledge that I have read and agree to the rules concerning
"How to ADDRESS THE BOARD OF EDUCATION"



Board Meeting Date:	
Please check Public Comment (Required):	____#1 (limited to ONLY Agenda Items) OR ____#2 (Any topic)
Printed Name (Required):	
Affiliation to SAS (Required):	
Group Affiliation (if applicable):	

HOW TO ADDRESS THE BOARD OF EDUCATION

Policy 0167.3 - Public Participation at Board Meetings

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than ten (10) days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation (if and when appropriate);
- C. topic to be addressed.

Such requests shall be subject to the approval of the Superintendent and the Board President (approval of requests submitted less than ten (10) days, is at the discretion of the Board President). Approved items will appear on the agenda as "Extended Public Comment" and therefore will be subject to the rules of public participation. Time will be limited to fifteen (15) minutes.

Denial of the opportunity to have an item placed on the agenda will not preclude an individual or group from the opportunity to speak during the public participation portion of the meeting.

If a large group plans to attend, notification should be made to the Superintendent at least one (1) day prior to the meeting to assure seating for the group. They are requested to select up to five (5) representatives to speak on their behalf for a total of not more than fifteen (15) minutes.

To permit fair and orderly public expression, the Board shall provide a period for public participation at public meetings of the Board and publish rules to govern such participation in Board meetings and Board committee meetings. The rules shall be administered and enforced by the presiding officer of the meeting.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business. The first public participation portion of the meeting will be limited to one-half hour (thirty (30) minutes) and focused on agenda items. A second additional public participation portion will be offered at the end of the agenda to allow for any other comment.
- B. Anyone with concerns related to the operation of the schools or to matters within the authority of the Board may participate during the designated public participation portion(s) of a meeting.
- C. Attendees must register their intention to participate in the public participation portion of the meeting before each public participation portion begins. The registration form at the meeting will contain this policy and require participant name, date, and group affiliation (if and when appropriate).

- D. Individuals may not register others to speak for the public participation portions of the meeting.
- E. Participants must first be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name and group affiliation (if and when appropriate).
- F. Each statement made by a participant shall be limited to three (3) minutes duration. A warning (verbal or another method) will be issued when the participant has thirty (30) seconds remaining. Minutes may not be given or shared with other participants. During this time, the Board listens to comments from the public but does not engage in dialogue or render decisions.
- G. During the portion of the meeting designated for public participation, no participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- H. Participants shall direct all comments to the Board and not to staff or other participants.
- I. The presiding officer may:
 - 1. interrupt, warn, or terminate a participant's session when they make comments that are repetitive, obscene, and/or comments that constitute a true threat (i.e., statements meant to frighten or intimidate one (1) or more specified persons into believing that they will be seriously harmed by the speaker or someone acting at the speaker's behest).
 - 2. request any individual to stop speaking and/or leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct and/or orderly progress of the meeting;
 - 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the conduct and/or orderly conduct of the meeting as to warrant such action;
- J. We prioritize and encourage students to comment first for public comment. This may be reflected in the Agenda as "Student Comments" (limited to thirty (30) minutes; at the discretion of the Superintendent and Board President). We hope by creating this opportunity, students feel included and safe to express their feelings and ideas.

The Board may permit individuals to view meetings remotely through live broadcast; however, public participation will be limited to those who are in attendance at the meeting site only. The Board is not responsible for any technology failures that prevent or disrupt any individual from attending remotely.

Audio or video recordings are permitted subject to the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

The person operating the recorder should contact the Superintendent prior to the Board meeting to review the possible placement of the equipment.

 Revised 6/25/19
 Revised 1/14/20
 Revised 12/14/21

Legal

M.C.L. 15.263(4)(5)(6), 380.1808