
POLK SCHOOL DISTRICT

Procedures for Speaking Before the Board

The following procedures will apply to all public comments made to the Board of Education:

- Before addressing the Board, individuals are urged to seek a solution to their concerns through the appropriate school or District staff.
- An individual may not sign up for another person to speak.
- Where several citizens wish to address the same topic or issue, the Board reserves the right to limit further discussions should they become repetitive. The Board reserves the right to ask those wishing to address the same topic or issue to select a spokesperson to present their concerns to the Board.
- Speakers should be aware that their public commentary may be broadcast live, filmed, photographed, or recorded by the District or other non-District media sources.
- While citizens may use their allotted time to share concerns, the Board will not permit anyone to become personally abusive of individual Board members or system employees. Personnel complaints regarding District employees should follow the Complaints and Grievance procedures established by the Board.
- Items which are excluded from the Open Meetings Act will not be discussed during this session. (This includes certain land, legal reference, individual student discipline cases, and personnel items.) In addition, the speaker may not discuss student(s) or staff by name or share other information that could lead to the personal identification of students.
- Speakers wishing to share materials with the Board (i.e., letters, photos, petitions, written comments, or other documentation) must present the materials to the Superintendent's Administrative Assistant twenty-four (24) hours before the scheduled meeting. If the information cannot be submitted electronically, speakers are asked to provide 11 copies of the materials which will go to each Board Member, the Superintendent, the Board Attorney, and the Superintendent's Administrative Assistant.
- Any person who willfully violates these guidelines may forfeit the remainder of their speaking time and the Board may, in consultation with the Board Attorney, issue a written notice prohibiting the speaker from appearing before the Board for up to sixty (60) days.

In addition to the above, the following rules shall be followed when appearing before the Board:

- Speaker must state his/her name to the Board prior to beginning public commentary;
- Each person whose name is placed on the agenda will be given up to five (5) minutes to make their comments and must stop speaking promptly when their time is up;
- All comments and questions to the Board of Education should be addressed to the Board of Education as a whole and not to an individual Board member;
- No persons shall be allowed to make obscene, derogatory, or slanderous remarks while addressing the Board or from the floor of the meeting room. Disruptive persons will be asked to leave and the presiding Board officer may terminate public comments that are inappropriate ;
- No person shall be allowed to disrupt or interfere with procedures;
- Remarks shall end when the speaker's allotted time has expired;

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- No person shall be permitted to enter into any discussion either directly or through any member of the Board. The Board will not respond to comments or questions posed by citizens in their presentations but will take those comments and questions under advisement. However, Board members and/or the Superintendent may ask questions for clarification. When appropriate, the comments and questions shall be referred to the Superintendent for consideration and a later response. If requested during his/her remarks, a speaker will receive a written response from the Superintendent or his/her designee within thirty (30) calendar days.