

## Public Participation at School Board Meetings

All regular and special meetings of the Board shall be open to the public. Because the Board desires to hear the viewpoints of all citizens throughout the district and also needs to conduct its business in an orderly and efficient manner, it shall schedule time during some Board meetings for brief comments and questions from the public. Some public comment periods may relate to specific items on the agenda. The Board shall set a time limit of 30 minutes at any particular meeting and has set a three minute time limit for individual speakers. At the discretion of the President, the time may be extended an additional two minutes.

During times of general public comment at a regular meeting, comments and questions may deal with any topic related to the Board's conduct of the schools. Comments at special meetings must be related to the call of the meeting. During times of public comment on specific agenda items, comments shall be confined to the topic of the agenda item being considered by the Board. Speakers may offer such criticism of school operations and programs as concern them, but are encouraged to exercise their speech rights responsibly. The Board encourages the discussion of all personnel matters to be conducted in executive session.

The Board president shall be responsible for recognizing all speakers who shall properly identify themselves, for maintaining proper order and for adherence to any time limits set. Questions asked by the public that require further investigation may be referred to the superintendent or a designee for consideration and later response.

Members of the public will not be recognized by the president and/or district administrators during Board meetings except as noted in this policy. The Board members will not engage in open dialogue or provide an immediate response. The Board President may ask district administration to respond, as appropriate, at a later date.

Members of the public wishing to make formal presentations before the Board should make arrangements in advance with the superintendent so that such presentations, when appropriate, may be scheduled on the agenda.

In addition to public participation time during Board meetings, the Board is committed to engaging members of the community on an ongoing basis regarding community values about education during times other than the Board's regular meetings.

Adopted by the Board: April 23, 2014  
Revised and recoded by the Board: July 17, 2019  
Revised: October 27, 2021, November 9, 2022

LEGAL REF.: C.R.S. 24-6-401 *et seq.* (open meetings law)

CROSS REFS.:

*Board policy:*

GP-5, President's Role

File: BEDH

*Administrative policies:*

BE, School Board Meetings

KE, Public Concerns and Complaints

Weld County School District Re-3J, Hudson, Colorado

## **Public Participation at School Board Meetings**

The Board encourages citizens to address the Board during dedicated portions of Board meetings.

### **Eligibility to address the Board**

1. Enrolled students
2. Parents of students enrolled in the district
3. Members of staff
4. Individuals who have been requested by the superintendent or Board to present a given subject
5. Non-residents of the district who have requested and received prior permission of the Board or superintendent

### **Person wishing to address the Board in a business meeting shall:**

Complete the *Public Sign-in/Comment Form* available at all meetings with public comment scheduled. All persons wishing to make public comment must appear in person.

If public comment is scheduled for a meeting with only virtual participation, persons wishing to make public comment must complete the electronic *Public Sign-in/Comment Form* found on the district website by 12:00 p.m. on the day of the meeting.

### **Orderly conduct**

Undue interruption or other interference with the orderly conduct of Board business will not be allowed. Any person who disturbs order may be required to leave. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

### **Time limit for speakers**

1. No person should speak for more than three minutes.
2. If there are a number of speakers who would like to comment on the same topic, we ask that remarks be consolidated.
3. At the discretion of the President, the time may be extended an additional two minutes.
4. At the discretion of the President, the overall time limit for public comment may be extended by a period of time determined by the Board.
5. Should there be extended interest in public comment, individual time per speaker may be reduced to allow the maximum number of people to be heard by the Board.

### **Revisions to Public Comment Protocols**

At any time, the Board reserves the right to review and make revisions to this regulation in accordance with proper procedures.

Adopted by the Board: October 27, 2021

LEGAL REF.: C.R.S. 24-6-401 *et seq.* (*open meetings law*)

CROSS REFS.:

*Board policy:*

GP-5, President's Role

EL-3, Development of Administration Procedures

*Administrative policies:*

BE, School Board Meetings

KE, Public Concerns and Complaints

## Public Sign-in/Comment Form

**Notice:** To maintain record of public comments, please fully complete the information below prior to making your public comments. Each speaker is allowed three minutes to address the Board. No longer than 30 minutes will be spent on public comment at any particular meeting, unless extended by the Board president. If there are a number of speakers who would like to comment on the same topic, we ask that remarks be consolidated. It is not the number of people who address the Board that leads to better decision-making, rather the content of a speaker's presentation.

Name:  I am a/an: <input type="checkbox"/> Enrolled Student <input type="checkbox"/> Parent of Student Enrolled in the District <input type="checkbox"/> Staff Member <input type="checkbox"/> Non-resident of the District (prior permission received)
Address:
Email Address:
My question/comment concerns (general topic or issue):

Depending on the nature of your public comment, a member of administration may be in contact via email in response.

Issued by the superintendent: September 28, 2016  
Revised by the superintendent: July 17, 2019, March 31, 2022