

SUBJECT: PARTICIPATION BY THE PUBLIC AT BOARD MEETINGS

The public may be given time to voice opinions, recommendations, problems and constructive criticism. Members of the public wishing to make formal presentations before the Board must make arrangements in advance with the District Superintendent. The District Superintendent shall notify the Board President of the request in order that the presentation and the topic to be discussed may be included on the agenda. The President of the Board may also specify a time early on the agenda at which point chance visitors may address the Board.

The time limit for visitors to speak, if extended by the Board, shall be five minutes for individuals and fifteen minutes total. This time limit may be extended at the discretion of the Board President.

The Board President shall be responsible for recognizing speakers, for maintaining proper order and for adherence to set time limits.

Guidelines for Appearances and Participation of Staff

Any and all communications from any employee(s), which are intended for the attention of the Board, must be forwarded to the immediate administrative supervisor, whose responsibility it is to make any such communications known and available to the District Superintendent, who shall apprise the Board of such communications.

Any employee who wishes to address the Board may do so at any regular meeting of the Board. Advance notice to the District Superintendent would assure that ample opportunity is provided by the Board.

Members and Citizens in Board Meetings

The public and members of the BOCES staff as individuals or as members of an employee organization, as differentiated from them in an official capacity appearing in line of duty, may have an opportunity to make presentations to the Board; provided, however, that the Board does not thereby obligate itself to act on any request or proposal whether or not it is formal or informal, or in writing or verbal. The Board reserves the right to limit presentations and to refuse to hear those coming from the floor of a Board meeting.

Presentations to the Board by Individuals and Groups

Valid and intelligent decisions on important and complex matters almost always are made through possession of complete information. For this reason, as well as to permit mature deliberation, it is not advisable that the Board act on items, which are not on the agenda, or on which its members do not have full information; therefore, the following procedures will be adhered to by persons desiring to make a presentation to the Board:

- a. Advance Request Procedure - A person who wishes to address the Board should make his/her request, preferably in writing, to the District Superintendent indicating the subject of his/her presentation. This should be done before the meeting, if at all possible.
- b. Recognition from the Floor - Recognition from the floor in the case of no previous request having been made may, at the discretion of the President, under some circumstances, be granted. Such factors as time, agenda and the urgency of the proposed request will be weighed by the President in making this determination.

When recognized, one should rise, state his/her name and address, the subject of the remarks to be made; and then, as briefly as possible, but as fully as necessary, make the same. On conclusion, the person who has made the remarks to the Board should remain in the room long enough to ascertain whether there are questions members of the Board or the District Superintendent desire to ask.

- c. Undue Interruption - There shall be no undue interruption of anyone speaking to the Board, except by the President to advise of time limitations, or if the presentation is out of order or not factual and this is known to someone present in the meeting room; in which case a note should be sent to the President who may interrupt to clear up a point. Presentations to the Board should be brief and to the point.
- d. Time Limitations - Time limitations on length of presentations may be imposed by the President either before or during the presentation as, in his/her judgment, are required. The normal time allotted for individual speakers shall be five minutes. Those who have made advance requests will be recognized at the time designated on the agenda.