

Palmyra Area School District

SECTION: COMMUNITY

TITLE: PUBLIC PARTICIPATION
IN BOARD MEETINGS

ADOPTED: November 9, 1995

REVISED: January 11, 2007

<ol style="list-style-type: none"> 1. Purpose 65 P. S. 271 et seq 2. Authority 3. Delegation of Responsibility 	<p style="text-align: center;">903. PUBLIC PARTICIPATION IN BOARD MEETINGS</p> <p>The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings.</p> <p>In order to permit fair and orderly expression of such comment, the Board will provide a period for public participation and will formulate rules to govern such public participation in Board meetings.</p> <p>The presiding officer at each public Board meeting will follow the rules of the Board for conduct of public meetings in accordance with this policy and Policy 006.</p> <p style="text-align: center;">PUBLIC PARTICIPATION AT BOARD MEETINGS</p> <p>Regular, special, and emergency meetings of the Board of Education are open to the public. The Board of Education, as an elected representative body of the school district, wishes to provide an opportunity for citizens to express interests and concerns related to the school district. The public is cordially invited to attend Board meetings.</p> <p>Board meetings are conducted for the purpose of carrying on the official business of the school district. The meetings are not public forum meetings, but are meetings held in the public. All meetings, except executive sessions, will be open to the public. The minutes of the official meeting will record the action taken at the meeting, and will show how each member voted on each item presented for action. The journal of minutes is open and available to the public during normal business hours, in accordance with the state law.</p> <p>Orderly conduct of a meeting does not permit spontaneous discussion from the audience. Individuals or organizations desiring to make requests, presentations or proposals to the Board will be provided that opportunity.</p>
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903. PUBLIC PARTICIPATION IN BOARD MEETINGS

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings.

Board Committee-of-the-Whole Workshop Meetings (First and Last Thursday of the Month)

1. Agendas will be made available to public approximately 15 minutes prior to start of each meeting.
2. A sign-up sheet will be placed next to the agendas for people to sign up prior to the meeting to speak to items on the agenda. This sheet will require the name, address and telephone number of person requesting to speak. The agenda item/topic shall also be required to be listed on the sign up sheet.
3. The community input from the names on the sheet will be heard by the Board as the last item on the agenda.
4. A time limit for each speaker to comment may be set at five (5) minutes.
5. If the speaker has a question, the Board requests a written copy of the question to be presented to the Board before or at the conclusion of the public speaking time.
6. Working drafts shall be available upon request.

Regular Official Board Meeting (Second Thursday of Month)

1. Agendas will be made available to public approximately 15 minutes prior to start of each meeting.
2. People who wish to address the Board must call the District Office Administrative Assistant to Superintendent between Monday at 8:00 A.M. and Thursday at 1:00 P.M. of the week of the Regular Official Board Meeting. The speaker's name, address, telephone number and topic must be stated to be placed on the speaker's list.
3. Under new business on the Agenda, the Board will hear those who have signed to speak.
4. A time limit for each speaker to comment may be set at five (5) minutes.
5. If the speaker has a question, the Board requests a written copy of the

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question to be presented to the Board before or at the conclusion of the public speaking time.

6. Six (6) sets of attachments or working drafts shall be available and remain on file in the board room for public review at the regular official board meeting. One set of attachments or working drafts shall be available for each newspaper that is represented at the meeting. Attachments will only be provided at the Regular Official Board Meeting on the second Thursday of the month by individual requests to the Recording Secretary at the conclusion of the meeting.

The presiding officer may:

interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;

request any individual to leave the meeting when that person does not observe reasonable decorum;

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; or

call a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

Electronic recording devices and cameras other than those used as official recording devices will be permitted at meetings under rules provided by the Board.

No placards or banners will be permitted within the meeting room or on school grounds without prior approval.

The meeting agenda and all pertinent documents shall be distributed to the press and public at the meetings.

PA Statute
65 P. S.
271 et seq

Board Policy
No. 006