



SECTION I: BOARD OF EDUCATION POLICY 1230

PUBLIC PARTICIPATION AT BOARD MEETINGS

Purpose: The purpose of this policy is to describe the procedures regarding the participation of the public during Board meetings.

Citizens are encouraged to attend meetings of the Board of Education and are allowed to address the Board and to comment concerning the Board's deliberations or on other relevant issues of interest/concern at regular meetings. Public comment will not be permitted at special meetings or emergency meetings of the Board of Education unless the meeting is declared to be a public hearing for that purpose.

The Board President may interrupt and terminate any presentation not deemed to be in accordance with the guidelines set out by this policy. The Board President may also, after a warning, preclude an individual speaker from addressing the Board on any other agenda item at that meeting and/or at the next regular meeting of the Board of Education for violation of the guidelines set out by this policy.

Public Comment Guidelines

School Board policies, state law, and federal law establish separate and distinct procedures and forums for the resolution of employee grievances, employee complaints, employee suspensions and terminations, complaints against individual employees, student suspensions and appeals, political campaigns and litigation.

To avoid circumvention of these separate proceedings and to assure fairness to all parties concerned, no person will be allowed to speak regarding the following:

1. An issue in a pending lawsuit, complaint, or investigation filed with an outside agency, wherein the District, employee(s) or the Board is a party;
2. A pending grievance;
3. A pending employee complaint filed with the District or an outside agency;
4. An employee disciplinary action including suspension or termination;
5. A pending student disciplinary action including suspension or appeal that may reach the Board.

Should a member of the public wish to lodge a complaint or resolve a particular issue of concern, he or she may be directed to the District's policy regarding complaint resolution procedures.

The individual dignity of Board members, District employees, students and members of the public must be respected by all speakers. No Board members, employees, students, nor members of the public will be subjected to verbal abuse.



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Public comment may take one of two forms: comment concerning items that are on the current agenda or comment concerning issues not on the current agenda. A maximum time limit will be allotted to each individual speaker per meeting – a total of five (5) minutes for speaking to items on the business meeting agenda and three (3) minutes to speak under the Citizens' Comments portion of the agenda.

At the beginning of the meeting, the Board President shall inform the Board of the names of each person requesting to address the Board at that meeting, and the agenda item(s) each person has requested to address. The Vice-President, or in his/her absence the Clerk, shall be responsible for keeping track of the time used by each speaker.

A citizen's request to address the Board will not "carry over" to the next regular Board meeting. If all twenty minutes allotted for citizens' comments are used before a citizen gets an opportunity to speak, that citizen must fill out a new request to address the Board at the next meeting. The Board will hear comments in the order in which the signed forms are received.

Comments Concerning Items on an Agenda

Individuals may comment on business items or recommendations appearing under the Action or Information portions of a regular meeting agenda. Requests to comment must be made by submitting a completed form for each topic. Forms are available from the Minute Clerk before the beginning of each meeting. Requests must be submitted at least 530 minutes prior to the start of the meeting. Each individual requesting to speak must personally complete the form listing his or her name, contact information, and relationship to the Broken Arrow School District (parent, staff, vendor, etc.) Each individual must sign verifying they have read the instructions regarding comments. The individual will also indicate on the form if they are speaking on their own behalf or on behalf of a group and whether or not they support or oppose the item (as applicable). Speakers are encouraged to provide the Board with a written outline of their comments to be made available to them before or at the meeting.

A total time limit of five minutes will apply to each speaker during a meeting regardless of the number of agenda items to which they wish to speak. Each speaker will be called when the item about which they wish to comment is to be considered by the Board and will be called in the order in which they signed to speak.

At the conclusion of a speaker's remarks, the Board may choose to ask questions of a speaker or to dialogue with a speaker. Any time of Board interaction will not be counted toward a speaker's allotted five-minute total.

Comments Concerning Items Not on an Agenda

The agenda for each regularly scheduled meeting of the Board will include an item designated "Citizens' Comments." The "Citizens' Comments" portion of the agenda will be reserved for comments concerning issues not otherwise appearing on an agenda and is limited to a twenty-minute maximum. This portion of the agenda is reserved to provide citizens an opportunity to address the Board of Education on issues affecting the District and is not intended to provide a forum for commercial, political or similar topics.



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An individual wishing to comment during this portion of a meeting must personally sign and submit a completed request form with all supporting documents to the Minute Clerk before the meeting at which the individual wishes to speak. The forms are available online or from the Minute Clerk. Each individual requesting to speak must complete the form listing his or her name, contact information, and relationship to the Broken Arrow School District (parent, staff, vendor, etc.). Each individual must sign verifying they have read the instructions regarding citizens' comments.

A total time limit of three (3) minutes during the Citizens' Comments portion of the agenda will apply to each speaker during a meeting regardless of the number of topics on which the individual requests to speak.

A single spokesman will be selected by groups or organizations desiring to address the Board under the "Citizens' Comments" portion of the agenda in order to avoid hearing repetitious information.

The Board and staff will not dialogue with speakers regarding non-agenda items. Some citizens who address the board regarding topics not on the agenda may simply wish to make a statement that does not require a response. The Superintendent or designee will attempt to contact the individuals who speak to the board to provide answers or resolve any issues/concerns in a timely manner, and report to the board how each issue was addressed.

Speakers are encouraged to provide the Board of Education with a written outline of their comments to be made available to the Board before or at the meeting.

Source: *Broken Arrow Board of Education policy adoption, May 7, 1984.*
Broken Arrow Board of Education revised, June 5, 1989.
Broken Arrow Board of Education revised October 19, 1998.
Broken Arrow Board of Education policy revised, July 13, 2009.
Broken Arrow Board of Education policy reviewed & affirmed, February 27, 2012.
Broken Arrow Board of Education policy revised, December 10, 2018.
Broken Arrow Board of Education policy revised, January 11, 2021.