

BOARD MEMBERS
CONSTITUENT CONDUCT DURING BOARD MEETINGS

BED
(LOCAL)

CONSTITUENT
PARTICIPATION

Constituent participation in the regular board meeting allows a person to address the board on an agenda or a non-agenda item by completing a note card located inside the board room and giving the card to the board executive secretary prior to the public comment agenda item. Non-agenda item comments will be heard at the time listed on the regular agenda titled "Hearing of Citizens related to Non-Agenda Items." Agenda item comments will be heard at the time the item appears on the agenda. Each speaker is limited to three minutes and is limited to one opportunity at the microphone regardless of minutes used. Unused minutes from one speaker may not be accrued by another speaker.

The first five persons who submit a note card related to the same topic will be recognized to speak. If the board deems this amount of time not adequate for constituent comments on this topic, the board will stop the discussion and arrange for a public hearing on the topic solely for the purpose of receiving constituent input without a length of time constraint for total comments.

During Board Meetings, no more than five persons may speak about the same position on a subject. The board president shall recognize persons who sign up to speak in the order the cards are submitted to the secretary, and the person addressing the board should stand at the microphone and state his/her name and address before beginning their comments. Sign-in cards shall request speakers to be respectful in his or her comments, and the board will not allow derogatory comments.

No signs or placards shall be brought into the board room, and the audience shall refrain from talking or applause during the comments.

STATEMENT

The president shall read the following introductory remarks before public comments are listed on the agenda:

"During this time, public comments are welcome on non-agenda items. The board will listen, but the Open Meetings Act prevents us from responding to speakers. Please complete the note card and give it to the executive secretary. The Public comments are limited to three minutes per person. Each person

has one opportunity at the microphone regardless of minutes used. The first five persons who submit a note card related to the same topic will be recognized to speak. No more than five persons may speak about the same position on a subject. The executive secretary will time the comments and alert the president when time has expired. The board will not allow derogatory comments. The audience shall refrain from talking or applause during the comments.”

**RESPONSE TO
CONSTITUENTS**

The board shall not engage in dialogue with persons during the board meeting on non-agenda items in compliance with the Open Meetings Act. The board president may direct the superintendent to investigate issues raised by speakers and report back to the board through transmittal or at a designated meeting.

**PARTICIPATION
PUBLIC
HEARINGS**

Participation in public hearings will be governed as stated in Constituent Participation and Response to Constituents above, except as noted below:

During public hearings, the board is assembled only to gather information. The introductory remarks change to reflect the difference in setting (a hearing) and the difference in time limits (4 minutes rather than 3) for each speaker. Board members shall not answer questions of speakers.

Each speaker is limited to four minutes at a public hearing; however, no limit shall be made on how many persons may speak on an issue or position. The board may also elect to receive electronic or written input relating to the issue being discussed.