

Eastern Local School District  
Board of Education  
Public Participation Request Procedure/Information

Board of Education Bylaw 0169.1 - The Board of Education recognizes the value to school governance of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. The staff should be given the opportunity to consider the issues and attempt to resolve the problems prior to involvement by the Board. The proper channeling of complaints involving instruction, discipline or learning materials are as follows:

1. Employee
2. Principal or building administrator
3. District administrator
4. Superintendent
5. Board of Education

The Board expects the staff to receive complaints courteously and to make a proper reply to the complainant.

Matters referred to the Superintendent and/or the Board must be in writing and are expected to be specific in terms of action desired.

Any person or group wishing to place an item on the agenda shall register their intent in writing with the Superintendent no later than seven (7) days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be subject to the approval of the Superintendent and the Board President.

In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public participation at every regular meeting of the Board and publish rules to govern such participation in Board meetings.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business or at the discretion of the presiding officer.
- B. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name.
- C. Each statement made by a participant shall be limited to five (5) minutes duration, unless extended by the presiding officer.
- D. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- E. The presiding officer may:
  1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant,
  2. request any individual to leave the meeting when that person does not observe reasonable decorum;
  3. 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;
  4. call for 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.

The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, unless extended by a vote of the Board.

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**PUBLIC PARTICIPATION REQUEST FORM**

Please complete this form and return to the Superintendent no later than seven (7) days prior to the meeting.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Group or Organization Affiliation (If Applicable) \_\_\_\_\_

Topic of Comment

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you discussed your concern with the teacher and/or administrator?       YES       NO

Have you discussed your concern with the Superintendent?       YES       NO

Signature \_\_\_\_\_

Date \_\_\_\_\_