

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Members of the community are invited and encouraged to attend meetings of the Albemarle County School Board to observe its deliberations. Any member of the community may address the School Board on matters related to Albemarle County Public Schools at any regular meeting as provided in the accompanying regulation.

The Chairman is responsible for the orderly conduct of the meeting and shall rule on such matters as the appropriateness of the subject being presented and suitability of the time for such presentation. The School Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Public participation at any special called meeting of the School Board shall be determined by the School Board upon recommendation of the Chairman.

Adopted: July 1, 1993

Amended: February 26, 2004; January 27, 2011; October 23, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13; 7-~~C~~-4.

Cross Ref.: BDDH, *Public Participation at School Board Meetings*

Administrative Procedures for Public Comment

Regular Meetings

Any member of the general public or group may appear in person at any regular meeting of the School Board with any school system related question, request, or item he/she may wish to discuss. Citizens or organizations may present matters of concern within a time not to exceed three minutes. The Chairman is responsible for the orderly conduct of the meeting and shall rule on such matters as the appropriateness of the subject being presented and suitability of the time for such presentation. The School Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Special Meetings

The purpose of special meetings is to give the Board the opportunity to carry on discussions or to work through problems that take a great deal of time. Public participation at any specially called meetings of the School Board shall be determined by the School Board upon recommendation of the Chairman. Limitations will depend upon the nature of the topics under discussion.

Citizen Participation in Board Meetings

A. Presentations to the Board

In lieu of having a large number of individual speakers, organized groups can request up to five minutes to speak during public comment, as long as the request is received two days prior to the scheduled meeting. The Chair will then either grant the request or deny the request, and the Clerk will notify the group.

Use of the projection system for presentations to the School Board is reserved for staff scheduled agenda items only.

B. Procedure for Advance Request

Members of the public and division personnel, appearing as individuals or as representatives of organizations, shall have the opportunity to make presentations to the Board at regular meetings if deemed appropriate by the Chairman in advance of the meeting. However, the Board does not hereby obligate itself to act on any request or proposal that may be presented. Furthermore, the Board reserves the right to limit presentations.

When an individual and/or organization would like to be formally scheduled on the School Board agenda, the individual and/or organization must submit the request in writing to the Superintendent or Chairman. The Superintendent or Chairman will determine if the request should be granted and determine

placement on an agenda. The individual and/or community organization will be notified of the decision.

C. Recognition from the Floor

The Chairman may at his/her discretion grant recognition to individuals who have not made advance request to speak and who wish to make brief statements to the Board. If the topic of interest is not related to an agenda item, the individual should request recognition under "Public Comment."

D. Addressing the Board

Upon recognition by the Chairman, the speaker should clearly state his/her name, his/her address and the subject of his/her remarks and shall address himself/herself to the Chairman. If at the conclusion of the speaker's remarks any Board member desires further information, the member may address the speaker only with the permission of the Chairman. The courtesy of the Board shall be extended to the speaker, and the speaker shall respect the privilege extended by the Board or be ruled out of order by the Chairman.

E. Time Limitations

Three minutes will be allowed for each presenter to speak. However, the Chairman may, with consensus of the School Board, reduce the time allocated for all individuals to speak.

Guidelines for Public Comment

The public is encouraged to address the School Board under Public Comment.

Individuals and/or organizations wishing to speak during Public Comment are encouraged to sign in with the Clerk. During the time set aside for public comment on the agenda, the Chairman will call forth individuals who signed up. Public testimony guidelines are as follows:

1. Thirty minutes before the start of the meeting there will be a sign-up sheet for members of the public to sign up if they wish to speak before the School Board. After all individuals who signed up for Public Comment have spoken, the Chairman may ask if there are additional individuals who would like to speak.
2. Speakers should adhere to the following protocol:
 - A. Sign in with the Clerk before the meeting.
 - B. At the speakers' podium, please state name and address.
 - C. Address comments to the School Board as a whole.
 - D. Give written statements and other supporting material to the Clerk. Please note that written statements are made a part of the permanent records of the School Board. In addition, if the speaker is unable to complete the presentation in the time allotted, a copy of supporting materials will be provided to School Board members.

Signing up for someone else is discouraged and limited to you and another person.

3. Three minutes will be allowed for each presenter to speak. A color-coded light/card system will be used to time presentations. However, the Chairman may, with consensus of the School Board, reduce the time allocated for all individuals to speak.
4. The yellow light/card means the speaker is 2 minutes into the presentation, and the red light/card means the speaker is at the three-minute limit of the presentation and must wrap up. If a speaker represents a group, he/she may want to have others in agreement stand while he/she speaks, rather than having all speak on the same issue.
5. In order to maintain respect for all points of view, the School Board requests no clapping, booing or any other form of support or nonsupport be used.
6. When multiple comments on the same topic have been presented, the Chair may request additional comments on the topic be limited to those who have new information to present.
7. Debate and dialogue with the School Board is not allowed during public comment.

8. Use of the projection system is reserved for staff scheduled agenda item presentations only.

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