

POLICY  
ITEM B  
REVISED

SECTION: COMMUNITY

TITLE: PUBLIC PARTICIPATION IN BOARD MEETINGS

ADOPTED: March 27, 1995

REVISED: September 25, 1995

# FORT CHERRY SCHOOL DISTRICT

903. PUBLIC PARTICIPATION IN BOARD MEETINGS	
1. Purpose 65 P.S. 271 et seq	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.
2. Authority	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.
3. Delegation of Responsibility	<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>A portion of each <i>committee and</i> regular meeting shall be set aside, <i>at the beginning of the meeting</i>, to permit the public to address the Board, <i>through comment on any item listed on an agenda</i>. For items not on an agenda, individuals from the public who wish to address the Board <i>should, to the extent possible</i>, submit such request in writing to the Board Secretary at least seven (7) days prior to the scheduled meeting. Such request shall include the specific topic on which the individual desires to address the Board. Individuals who do not comply with this procedure <i>may not be permitted to address the Board</i>. <i>Public comments on items not listed on an agenda may be held until the end of the board meeting, and may be limited, or not heard, where clearly inappropriate, in the discretion of the Presiding Officer</i>. <i>Any handouts for the Board must be introduced through the Board Secretary in enough time for duplication and distribution</i>. It is the policy of the district that the public shall be permitted to speak at all special meetings of the Board, <i>such comments being solely limited to those items listed on the special meeting agenda as special meetings are limited in scope and called for specific purposes</i>.</p> <p><i>There is a distinction, though, between public comment and questions of the board. A comment is a note or remark of explanation or illustration expressing an opinion or attitude. A question is an act of asking for a response to a specific point at issue.</i></p> <p><i>Public Comments –Those wishing to comment must live in the school district and state their name and address prior to commencing with comments. Comments should be limited to three (3) minutes.</i></p>

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*Questions of the Board - Typically questions can not be researched and addressed at a meeting. Questions should be addressed to school staff during the course of normal school operations. Questions are best answered at the level of authority closest to the issue. Only after a question is not satisfactorily addressed at all administrative levels should it come to the Board. The Board has no obligation to address questions.*

The time period allotted to each speaker shall be limited to three (3) minutes with no time for rebuttal to any response from the Board.

*The Board generally does not respond to comments and/or questions at Board meetings. The Board does not comment or respond to comments or questions related to personnel, litigation, student discipline, contract negotiations and other related items. Any questions to be submitted to the Board shall have already been submitted through School Administration's proper chain of authority prior to commentary by the Board, following the principle of issues are best solved at the lowest level. Anonymous comments, questions, inquiries and/or handouts will not be addressed. If handouts are requested to be given to the Board they shall be submitted to the Board Secretary at least seven (7) days in advance of a meeting, for distribution to the Board.*

Any Board member or administrator has the right not to respond or can decline immediate response if additional information is needed.

Speakers shall not be permitted to register complaints against individual employees by name or specific position.

Recording Devices

Persons attending public meetings of the Board shall have the right to use sound and video recording devices to record the proceedings of the meetings. However, under no condition shall the use of these devices disrupt the meetings. Additional rights to accommodate the use of video recorders shall not be permitted. It shall be the duty of the President to decide where the recording devices may be placed so as not to disrupt the meeting.

Due to the confidentiality and possibility of litigation as a result thereof, recording of executive sessions shall not be permitted.

SECTION: LOCAL BOARD PROCEDURES

TITLE: CONDUCTING MEETINGS OF  
THE BOARD

ADOPTED: March 27, 1995

REVISED: April 24, 2006

# FORT CHERRY SCHOOL DISTRICT

## 006. CONDUCTING MEETINGS OF THE BOARD

The Fort Cherry School District Board of Directors meet regularly on the fourth (4<sup>th</sup>) Monday of each month, except in December when it meets for re-organizational purposes as well as regular business on the first Monday of December.

### Section 1. Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall govern the Board of School Directors in its deliberations in all cases in which it is not inconsistent with statute or rules and regulations of the State Board and Department of Education.

### Section 2. Quorum

A quorum shall be five (5) directors present at a meeting. No business shall be transacted at a meeting without a quorum, but the directors at such a meeting may adjourn to another time.

### Section 3. Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability or disqualification of the President, the Vice-President *or Treasurer*, in that order, shall act instead. If neither the President nor the Vice-President *or Treasurer* is present, a school director shall be elected President pro tempore by a plurality of those present to preside at the meeting only. The acts of any person so designated shall be legal and binding.

### Section 4. Notice

Public notice of each regular and special meeting shall be made in compliance with the provisions of the Sunshine Act (Act 175 of 1974 and Act 84 of 1986) and the Public School Code of 1949, as amended. *Unofficial Board meeting agendas will be available in the Board Secretary's Office and posted on the District website, subject to best effort, [www.fortcherry.org](http://www.fortcherry.org) 72 or more hours prior to a scheduled meeting. In any event, agendas are available at all public meetings of the Board.*

65 P.S. 701 et seq

SC 422

SC 405, 426, 427,  
428

65 P.S. 703, 709

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<p>65 P.S. 701 et seq SC 421</p>	<p><u>Section 5. Regular Meetings</u> All official business of the Board shall be conducted and all votes taken in open public meetings in keeping with the provisions of the Sunshine Law.</p> <p>It shall be the responsibility of the Superintendent of Schools, in consultation with the President of the Board, to prepare an agenda of the items of business to come before the Board. Individual members of the Board may request that items be included on the agenda of the items of business to come before the Board. The agenda of each regular and special meeting of the Board shall be confirmed by the majority of the Board present at the beginning of each meeting.</p> <p><u>Section 6. Public Participation</u> A portion of each regular meeting shall be set aside to permit the public to address the Board.</p> <p>See Policy 903 for Public Participation</p>
<p>65 P.S. 701 et seq SC 426</p>	<p><u>Section 7. Special Meetings</u> Special meetings shall be held as deemed necessary and in accordance with the Public School Code. When called, public notice shall be given as required by law; and each school director shall receive, with adequate notice in writing, the specific purpose of the special meeting.</p> <p><u>Section 8. Voting</u> Voting order for all regular and special meetings shall be determined on a rotation basis.</p>
	<p>Voting by telephone is permissible, at the discretion of the presiding officer, when an urgent action does not have the requisite votes to pass – in either the affirmative or negative. In this case, an attempt will be made to contact all members not present in order to obtain their respective vote. An affidavit of the vote must be subsequently</p>

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ratified by the physically absent member.

Section 9. Minutes

Tape recordings shall be made at designated meetings of the Board when a majority of the Board or law demands. Tape recordings shall serve as an administrative aid and shall be destroyed when said purpose has been served. Official Board meeting minutes will be available in the Board Secretary's Office and posted on the District website, subject to best effort, www.forcherry.org within 4 business days after approval by the Board.

Section 10. Recording Devices

Persons attending public meetings of the Fort Cherry School District Board of Directors shall have the right to use sound and video recording devices to record the proceedings of the meetings. However, under no conditions shall the use of these devices disrupt the meetings. Additional lights to accommodate the use of video recorders shall not be permitted. It shall be the duty of the President to decide where the recording devices may be placed so as not to disrupt the meeting.

Because of confidentiality and the possibility of litigation as a result thereof, recording of executive sessions shall not be permitted.