

PUBLIC ~~PARTICIPATION ENGAGEMENT~~ AT BOARD MEETINGS

~~The Board of Education and district administration welcome community member engagement and support of the school district. The public is invited to communicate with the Board of Education and district administration through a variety of avenues, attendincluding attendance at all open meetings of the Columbia Board of Education. The process for addressing comments to the Board for consideration at meetings is and is welcome to address comments to the Board as~~ set out below.

~~Grievance through Established Policy and Procedure~~

~~Students, employees and any members of the public are encouraged to utilize established policies and procedures for offering suggestions or addressing concerns and complaints prior to bringing the issue before the Board. The Board believes that many issues can be resolved by communication with teachers, administrators and other staff and may refuse to address an issue if the individual presenting it has not first attempted to resolve the matter through established procedures and policies.~~

Written Correspondence

Written correspondence may be directed to the Board, through the superintendent, for consideration at a meeting.

Public Hearings

From time to time, the Board will schedule a public hearing to receive input on matters of concern to the community, such as setting the district's tax rate. The public will be provided notice of such hearings as required by law.

Agenda Items

~~Members of the public who want to request that an item be considered for placement on the agenda should contact the superintendent or a member of the Board of Education at least one week in advance of the meeting.~~

~~The following rules shall govern comment by the public on specific agenda items at open meetings of the Board:~~

- ~~1. — The public shall have the right to comment on all items on the Board's agenda that are to be voted upon by the Board. Such comments shall be after the Board's discussion and prior to the Board's vote.~~
- ~~2. — Members of the public may comment on items on the Board's agenda that the Board is discussing or considering but that are not to be voted upon by the Board at the meeting.~~

- ~~3. When public comment is in order, the president shall so announce and ask that persons who desire to be heard come forward.~~
- ~~4. Each person desiring to be heard should, when recognized by the president, step to the podium, speak into the microphone, and first state his or her name and address before commenting.~~
- ~~5. Comments by any one person are limited to three minutes. Any person may be granted additional time by the president or by majority vote of the Board.~~
- ~~6. Comments may be moved to a later time in the meeting or discussion may be limited by the president or a majority vote of the Board, when such action is appropriate for conducting the regular business of the Board.~~
- ~~7. Only comments that are addressed to the subject matter of the particular agenda item under consideration will be received. The president may rule out of order any comments that are not addressed to such subject matter. The president shall rule out of order all comments that are irrelevant, repetitious or derogatory of persons, businesses or organizations.~~
- ~~8. Any person who is continuously called out of order by the president, who disrupts the Board meeting, or who, having been admonished by the president, continues to make remarks that are derogatory of persons, businesses or organizations, shall leave the Board meeting room on direction of the president.~~

~~Any person refusing to leave the Board meeting room when so directed by the president may be removed by an officer of the law. An order to leave the meeting room may be appealed to the Board as a whole.~~

- ~~9. These rules may be suspended from time to time by motion and majority vote of the Board.~~

Individuals who wish to have an item placed on the agenda of a regularly scheduled meeting of the Board of Education shall comply with the following:

1. The individual must be a resident of the school district.
2. The requested agenda item must be directly related to the governance or operation of the school district.
3. The resident must meet with the superintendent or designee in an attempt to resolve the issue prior to submitting a written request for the issue to be placed on the regular meeting agenda of the Board of Education. To schedule the meeting, the resident must submit a written request to the Office of the Superintendent. Thereafter, the Superintendent or designee shall meet with the resident within twenty (20) business days following receipt of the written request. After such meeting, if the issue is not resolved or if the superintendent or designee fails to meet with the resident within the twenty (20) business days following receipt of the written request, the resident may submit a written request to the board secretary asking that the issue be placed on the regular meeting agenda of the Board of

Education. If such written request is received by the Board Secretary at least give (5) business days prior to the next regularly scheduled meeting of the Board of Education, the issue will be placed as an item on the agenda for such meeting, and the citizen will be afforded the opportunity to present the issue to the Board of Education as specified herein. If the Board Secretary receives the written request less than five (5) business days before the next regularly scheduled meeting of the Board of Education, the issue will be placed on the agenda for the subsequent regularly scheduled meeting of the Board, at which time the resident will be afforded the opportunity to present the issue to the Board as specified herein. The citizen and the District may consent to the issue being placed on a meeting agenda other than the one specified herein above.

4. The requesting district resident will be authorized to present the agenda item. No other presenters will be authorized. A maximum of three (3) minutes shall be allocated for the presentation of the requested agenda item.
5. The Board of Education may refuse to hear or may delay hearing a requested agenda item if the Board has heard an identical or substantially similar issue in the previous three (3) calendar months or if the resident has previously violated district rule regarding conduct at meetings or on school property.
6. The Board of Education may delay hearing an agenda item if more than three (3) resident-initiated agenda items are scheduled for the same board meeting. If the hearing of a resident's agenda item is delayed, the resident may submit written materials to the Office of the Superintendent for distribution to the Board of Education as an alternate method of communicating to the Board.
7. The process established herein cannot be utilized to avoid compliance with grievance, complaint and/or other resolution processes and procedures of the school district. Residents will be required to comply with the appropriate statutes, rules, regulations, processes and procedures for resolution of grievances and complaints.

Public Comment

~~The foregoing rules also shall govern comment by the public during the portion of the Board agenda designated for "Public Comment," with the proviso that the time limit set out in Rule 5 shall apply to each person who speaks (and not to each issue addressed) and except that Rule 7 shall not apply and instead the following rule shall apply:~~

~~Only comments that are addressed to school-related matters will be received, but such comments need not be related to specific items on the Board's agenda for the meeting. However, the Board will not receive comments on disciplinary or other matters that are, or should be, the subject of preliminary administrative review and decision if the Board will or could be involved, at any level, as a hearing panel or reviewing authority. The president shall rule such comments out of order. The president also shall rule out of order comments that are not addressed to school-related matters and all comments that are irrelevant, repetitious or derogatory of~~

~~persons, businesses or organizations. The Board will not take action on a concern at this meeting, but will direct speakers to the appropriate staff person to facilitate a response.~~

The Board of Education shall designate and set aside a specific period of time for public comments at each regularly scheduled meeting of the Board of Education. Any response to a concern identified during public comment will be facilitated by the district administration. The following guidelines will be applied to the public comment portion of the meeting:

1. Members of the public may comment on items listed on the Board's regular meeting agenda during the designated public comment period established by the Board of Education. Members of the public who wish to comment on an agenda item shall pre-register through the process identified by the school district and shall be limited to speaking on the agenda topics specified through pre-registration. A total of ten (10) individuals may speak during the public comment period of a regularly scheduled board meeting.
2. Each person desiring to be heard should, when recognized by the president, step to the podium, speak into the microphone, and first state his or her name before commenting. No speaker substitutions will be allowed. Individuals who pre-register may speak or may opt to forego the opportunity. In order to facilitate broader engagement, any individual who provides public comment at three (3) consecutive meetings shall not be permitted to provide public comment at the next subsequent two (2) regular meetings.
3. Comments by any one person are limited to three (3) minutes, and each person will only be allowed to comment once during a regularly scheduled board meeting.
4. Only comments that are addressed to the subject matter of an agenda item will be received.
5. These guidelines may be suspended from time to time by motion and majority vote of the Board.

Conduct at Public Meetings

The president may rule out of order any comments that are not addressed to the specified agenda item. The president shall rule out-of-order all comments that are irrelevant, repetitious or derogatory of persons, businesses or organizations.

The Board will not receive comments on disciplinary or other matters that are, or should be, the subject of preliminary administrative review and decision if the Board will or could be involved, at any level, as a hearing panel or reviewing authority. The president shall rule such comments out of order.

Any person who is continuously called out of order by the president, who disrupts the Board meeting, or who, having been admonished by the president, continues to make remarks that are derogatory of persons, businesses or organizations, shall leave the Board meeting room on direction of the president. Any person refusing to leave the Board meeting room when so directed

by the president may be removed by an officer of the law. An order to leave the meeting room may be appealed to the Board as a whole.

Grievance through Established Policy and Procedure

Students, employees and any members of the public are encouraged to utilize established policies and procedures for offering suggestions or addressing concerns and complaints prior to bringing the issue before the Board. The Board believes that many issues can be resolved by communication with teachers, administrators and other staff and may refuse to address an issue if the individual presenting it has not first attempted to resolve the matter through established procedures and policies.

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Adopted: 03/03/1997

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
§§ 610.010-.030, RSMo.	State Statute
<u>§ 162.058, RSMo.</u>	<u>State Statute</u>

Cross References

Code	Description
GBM	STAFF GRIEVANCES
HA	NEGOTIATIONS WITH EMPLOYEE REPRESENTATIVES
IGCD	VIRTUAL COURSES
IGCDA	MOCAP VIRTUAL COURSES
KC	COMMUNITY INVOLVEMENT IN DECISION MAKING
KK	VISITORS TO DISTRICT PROPERTY/EVENTS
KL	PUBLIC CONCERNS AND COMPLAINTS