

1 ~~Board~~ Meetings of the Transylvania County Board of Education (the “board”) are conducted  
2 for the purpose of carrying on the official business of the school system. The public is cordially  
3 invited to attend board meetings to observe the board as it conducts its official business.

4  
5 The board of education, as an elected representative body of the school system, also wishes to  
6 provide a forum for citizens to express interests and concerns related to the school system. In  
7 order that the board may conduct an orderly meeting while providing an opportunity for input,  
8 individuals or groups may be heard by the board in accordance with this policy or subsection D.2  
9 of policy 2300, Board Meetings, which addresses public hearings.

10  
11 ~~A. REQUESTS TO PLACE ITEM ON THE AGENDA~~

12  
13 ~~In order that the board may fairly and adequately discharge its overall responsibility,~~  
14 ~~citizens desiring an time to be placed on the agenda for a specific board meeting should~~  
15 ~~direct written requests to the superintendent at least six working days prior to the~~  
16 ~~meeting.~~

17  
18 ~~The request should include:~~

- 19  
20 ~~1. The name and address of the person or persons making the request;~~  
21  
22 ~~2. The organization or group, if any, represented; and~~  
23  
24 ~~3. A brief explanation of the nature of the item. Questions and/or materials to be~~  
25 ~~presented to the board are to be submitted along with the request. Additional items~~  
26 ~~may be added to the agenda by the board on a two-thirds vote of the board members.~~

27  
28 ~~The superintendent shall confer with the chairperson of the board concerning whether to~~  
29 ~~approve placing the requested item on the agenda and to determine the appropriate~~  
30 ~~meeting for such discussion. The superintendent, with the consent of the board~~  
31 ~~chairperson, will accept or deny a request for inclusion on the agenda for any reason~~  
32 ~~determined appropriate by the superintendent and chairperson.~~

33  
34 ~~The superintendent shall notify the requesting party of the response to the request. The~~  
35 ~~board may, by majority vote and notwithstanding prior denial by the superintendent,~~  
36 ~~consent to hear a presentation when the appeal to speak is made immediately prior to or~~  
37 ~~during the course of the meeting. The superintendent shall explain any other processes~~  
38 ~~available for addressing the concerns. (See Section C, Reports of Complaints, below.)~~

39  
40 ~~The chairperson shall establish the amount of time for individual or group presentations.~~

45    **B.     PUBLIC COMMENT**

46  
47        Each month, a part of at least one regularly scheduled board meeting will be set aside for  
48        citizens to address the board through public comment. A sign-up sheet will be available  
49        for any individual or group to indicate their desire to address the board. The **chairperson**  
50        **board** will decide the amount of time devoted to public comments. The superintendent  
51        shall develop additional procedures to ensure that public comment sessions proceed in an  
52        efficient and orderly manner.

53  
54        Board members will not respond to individuals who address the board except to request  
55        clarification of points made by the presenter.

56  
57        Except in cases of emergency, information received during presentations will not be  
58        acted upon at the time it is received. It will take unanimous vote of the board members  
59        present to take action on a presentation considered to be of an unusual or emergency  
60        nature at the time it is presented.

61  
62        Disruptions by any person or persons of a public meeting will be subject to action in  
63        accordance with G.S. 143-318.17.

64  
65        If the board does not hold a regular meeting during a month, the board will not provide a  
66        time for public comment at any other meeting held during that month, unless a majority  
67        of the board votes to allow public comment at the meeting or unless the purpose of the  
68        meeting is a public hearing.

69  
70    **C.     REPORTS OF COMPLAINTS**

71  
72        Complaints about the performance of school personnel, implementation of board policy,  
73        the quality of the educational program, or school facilities should be submitted initially  
74        for a response to the school system official responsible for the program or facility or to  
75        the superintendent. The superintendent or designee shall make available this policy and  
76        other relevant grievance procedures to any individual or group submitting a complaint.

77  
78    Legal References: G.S. 143-318.10 and -318.17; 115C-36, -51

79  
80    Cross References: Student and Parent Grievance Procedure (policy 1740/4010), Responding to  
81    Complaints (policy 1742/5060), Role of Board Members in Handling Complaints (policy 2122),  
82    Board Meetings (policy 2300), Board Meeting Agenda (policy 2330)

83  
84    Adopted: **December 21, 2009**

85  
86    Revised: **[DATE]**