

1 ~~Meetings of the Transylvania County Board of Education (the “board”)~~ Board meetings are
2 conducted for the purpose of carrying on the official business of the school system. The public is
3 cordially invited to attend board meetings to observe the board as it conducts its official business.
4

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

11
12 **A. REQUESTS TO PLACE ITEM ON THE AGENDA**

13
14 In order that the board may fairly and adequately discharge its overall responsibility,
15 citizens desiring an item to be placed on the agenda for a specific board meeting should
16 direct written requests to the superintendent at least six working days prior to the
17 meeting.
18

19 The request should include: (1) the name and address of the person or persons making
20 the request; (2) the organization or group, if any, represented; and (3) a brief explanation
21 of the nature of the item. Questions and/or materials to be presented to the board are to
22 be submitted along with the request.
23

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

30 The superintendent shall notify the requesting party of the response to the request. If the
31 request is denied, the superintendent shall explain any other processes available for
32 addressing the concerns. (See Section C, Reports of Complaints, below.) At the
33 meeting, the board may, by majority vote and notwithstanding prior denial by the
34 superintendent, add an item to the agenda before the agenda is adopted. After the agenda
35 has been adopted, a two-thirds vote is required to add a new item to the agenda.
36

37 The chairperson shall establish the amount of time for individual or group presentations.
38

39 **B. PUBLIC COMMENT**

40
41 Each month, the first part of at least one regularly scheduled board meeting will be set
42 aside for citizens to address the board through public comment. Each speaker will
43 receive three (3) minutes to present comments; however, the public comment session will
44 not exceed thirty (30) minutes total except by majority vote of the board. A sign-up sheet

45 will be available thirty (30) minutes before the meeting begins for any individual or
46 group to indicate their desire to address the board. During the public comment period,
47 the board chair will recognize speakers in the order in which they signed in. Substitute
48 speakers will not be permitted and speakers may not donate any portion of their time to
49 another speaker. If a speaker is unable to present all of his or her information within the
50 specified time limit, the speaker may provide the board with the additional information in
51 written form. If an unusually large number of people requests to speak, a majority of the
52 board may decide to reduce the time for each individual or to require the designation of a
53 spokesperson for each group of persons supporting or opposing the same positions. At
54 any time, the board may establish additional procedures to ensure that public comment
55 sessions proceed in an efficient and orderly manner.

56
57 Board members will not respond to individuals who address the board except to request
58 clarification of points made by the presenter.

59
60 *Issues involving individual personnel or student matters are confidential and, therefore,*
61 *are not appropriate for the public comment session. Concerns related to personnel or*
62 *student matters should be handled as a complaint and reported to the superintendent or*
63 *designee as provided under the Reports of Complaints section, below.*

64
65 Except in cases of emergency, information received during presentations will not be
66 acted upon at the time it is received. It will take unanimous vote of the board members
67 present to take action on a presentation considered to be of an unusual or emergency
68 nature at the time it is presented.

69
70 Disruptions by any person or persons of a public meeting will be subject to action in
71 accordance with G.S. 143-318.17.

72
73 If the board does not hold a regular meeting during a month, the board will not provide a
74 time for public comment at any other meeting held during that month, unless a majority
75 of the board votes to allow public comment at the meeting or unless the purpose of the
76 meeting is a public hearing.

77 78 **C. REPORTS OF COMPLAINTS**

79
80 Complaints about the performance of school personnel, *student matters*, implementation
81 of board policy, the quality of the educational program, or school facilities should be
82 submitted initially for a response to the school system official responsible for the
83 program or facility or to the superintendent. The superintendent or designee shall make
84 available this policy and other relevant grievance procedures to any individual or group
85 submitting a complaint.

86
87 Legal References: G.S. ~~143-318.10 and -318.17~~; 115C-36, -51; *143-318.10, -318.17*

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

92

93 Adopted: December 21, 2009

94

95 Revised: October 19, 2015; March 5, 2018; [DATE]

REVISED