

1 Board meetings are conducted for the purpose of carrying on the official business of the school  
2 system. The public is cordially invited to attend board meetings to observe the board as it  
3 conducts its official business.

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5 The Transylvania County Board of Education (the “board”), as an elected representative body of  
6 the school system, also wishes to provide a forum for citizens to express interests and concerns  
7 related to the school system. In order that the board may conduct an orderly meeting while  
8 providing an opportunity for input, individuals or groups may be heard by the board in  
9 accordance with this policy or subsection D.32 of policy 2300, Board Meetings, which addresses  
10 public hearings.

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

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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.

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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.

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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.

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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.

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

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39 **B. PUBLIC COMMENT**

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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 request 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.

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

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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.

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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.

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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.

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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.

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78    **C.    REPORTS OF COMPLAINTS**

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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.

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

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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)

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93 Adopted: December 21, 2009

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95 Revised: October 19, 2015; March 5, 2018; August 2, 2021; [DATE]

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