

1 Board meetings are conducted for the purpose of carrying on the official business of the school  
2 district. 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 Board of Education, as an elected representative body of the school district, also wishes to  
6 provide a forum for citizens to express interests and concerns related to the school district. To  
7 provide an opportunity for input while conducting an orderly meeting, individuals or groups may  
8 be heard by the Board in accordance with this policy which addresses public hearings.  
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#### 10 **REQUESTS TO PLACE ITEM ON THE AGENDA**

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

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- 18 • The name, address, and phone number of the person or persons making the request;
- 19 • The organization or group, if any, represented; and
- 20 • A brief explanation of the nature of the item. Questions and/or materials to be presented  
21 to the Board are to be submitted along with the request. Additional items may be added  
22 to the agenda by the Board on a majority vote of the board members.  
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24 The superintendent will confer with the chairperson of the Board concerning whether to approve  
25 placing the requested item on the agenda, and to determine the appropriate meeting for such  
26 discussion. The superintendent, with the consent of the Board chairperson, will accept or deny a  
27 request for inclusion on the agenda for any reason determined appropriate by the superintendent  
28 and chairperson.  
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30 The superintendent will notify the requesting party of the response to the request. The Board  
31 may, by majority vote and notwithstanding prior denial by the superintendent, consent to hear a  
32 presentation where the appeal to speak is made immediately prior to or during the course of the  
33 meeting. The superintendent will explain any other processes available for addressing the  
34 concerns (see REPORTS OF COMPLAINTS below).  
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36 The chairperson will establish the amount of time for individual or group presentations.  
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#### 38 **PUBLIC COMMENT**

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40 Each month, a part of at least one regularly scheduled board meeting will be set aside for citizens  
41 to address the Board through public comment. A sign-up sheet will be available for any  
42 individual or group to indicate their desire to address the Board. The chairperson will decide the

43 time devoted to public comments. The superintendent shall develop additional procedures to  
44 ensure that public comment sessions proceed in an efficient and orderly manner.

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46 Board members will not respond to individuals who address the Board except to request  
47 clarification of points made by the presenter.  
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49 Except in cases of emergency, information received during presentations will not be acted upon  
50 at the time it is received. It will take unanimous vote of the board members present to take  
51 action on a presentation considered to be of an unusual or emergency nature at the time it is  
52 presented.  
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54 Disruptions of a public meeting by any person or persons will be subject to action in accordance  
55 with G.S. 143-318.17.  
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57 If the Board does not hold a regular meeting during a month, the Board will not provide a time  
58 for public comment at any other meeting held during that month unless a majority of the Board  
59 votes to allow public comment at the meeting or unless the purpose of the meeting is a public  
60 hearing.  
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62 **REPORTS OF COMPLAINTS**  
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64 Complaints about the performance of school personnel, implementation of board policy, the  
65 quality of the educational program, or school facilities should be submitted initially for a  
66 response to the school district official responsible for the program/facility or to the  
67 superintendent. The superintendent or designee will make available this policy and other  
68 relevant grievance procedures to any individual or group submitting a complaint.  
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70 Legal References: G.S. 143-318.10 and -318.17; 115C-36 and -51.  
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74 **APROVED BY BOARD**  
75 **AND EFFECTIVE \_\_\_\_\_**  
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