



PUBLIC PARTICIPATION
IN BOARD MEETINGS
PROCEDURE

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**BOARD ADOPTED
PROCEDURE**

I. Regular Board Meetings

It is the intent of the School Board to encourage and accommodate public participation in regular Board meetings.

The Board will hear from the public in the Public Testimony section of each regular Board meeting. Public Testimony will be heard for a maximum of one hour.

Public testimony will be taken in the following order:

1. Action items on the agenda
2. Introduction items on the agenda
3. Comments of a general nature, on a first-come, first-served basis

The board meeting agenda is posted to the District's website the Friday before regular board meetings, giving members of the public an opportunity to review what items are on the agenda for introduction and action. Sign ups for public testimony will begin at 8:00am the Monday before the meeting and end at 12:00 noon on Tuesday. The final public testimony list will be posted to the District's website by 3:00pm that day.

Guidelines of testimony in this part of the meeting are:

1. Speakers may speak on any subject except confidential items, which include those pertaining to personnel matters.
2. Speakers must sign up and give their full name, address or e-mail address, telephone number, relationship to the Seattle Public Schools and state the topic on which they wish to speak and whether they are for or against an agenda item.
3. Speakers will be allowed a maximum of three (3) minutes. Speakers can, when called upon by the Chair, concede their time to any subsequent speaker, except that no speaker can speak more than three (3) minutes.



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4. The chair has the right to limit the testimony on any one subject to one-half hour (ten speakers) alternating between pro (5 speakers) and con (5 speakers). Other subjects will then be addressed in the remaining time and if time remains the Chair will return to the original subject again alternating speakers pro and con.
5. The Chair may:
 - a. Call the speaker to order if the statement is too lengthy, or is abusive, obscene, or otherwise inappropriate;
 - b. Request that the speaker leave the meeting if he or she refuses to come to order.
 - c. Request any individual to leave the meeting if he or she does not observe reasonable decorum;
 - d. Request the assistance of District security or law enforcement in the removal of a disorderly person who has previously been asked to leave and refused the request.
 - e. Call for a recess or adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

II. Public Hearings

For topics of special public interest, the Board may schedule special hearings to receive additional public testimony. The Board President shall designate a time limit for public presentations. Speakers who sign up to present oral testimony must give their full name, address, and relationship to Seattle Public Schools, must designate whether they are testifying for or against the agenda item, and will be given the opportunity to submit written testimony. Testimony will be taken on a first-come, first-serve basis according to sign-up except that pro and con testimony will be distributed as evenly as possible. Speakers will be given a maximum of three (3) minutes to speak. Persons who are not called to testify are encouraged to submit their written testimony to the Board Secretary, which will, in turn, be distributed to the full Board.

III. Other Meetings



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The Board will normally hear from the public at Special meetings or Emergency meetings.

IV. Special Needs Requests

- A. Hearing – The Board will attempt to accommodate hearing- impaired persons with an interpreter when the request for such assistance is made at least 24 hours before the public meeting.
- B. Language – The Board will attempt to accommodate special needs for interpreters at public meetings for non-English speaking persons when a 24-hour advance request for such assistance is made.

IV. Confidential Items

Items of a confidential nature, including those pertaining to personnel matters, will not be heard in an open Board meeting

V. Suspension of Rules

The above rules may be suspended according to the procedure set forth in Board Bylaw B47.00.

Cross Reference: Bylaw B40.00, Meetings