

**Board of Education**

**Public Participation at Board of Education Meetings  
and Petitions to the Board**

At each regular and special open meeting, the members of the public and District employees may comment on or ask questions of the Board, subject to reasonable constraints and for a total period of time not to exceed 30 minutes.

The individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President
2. Identify himself/herself by name and address (optional). Ordinarily such comments shall be limited to 2 minutes. However, at the start of the public participation portion of the meeting, the Board President may shorten public comment to conserve time and give the maximum number of individuals an opportunity to speak.
3. Conduct oneself with respect and civility toward others and otherwise abide by Board policy 8.30, Visitors to and Conduct on School Property.
4. Requirements for the public comment section:
  - Limited to 30 minutes
  - No person may speak more than 2 minutes
  - Requests for speaking time must be submitted on designated cards and turned into the designated staff
  - Cards will be accepted until 10 minutes prior to the scheduled beginning of the meeting
  - Person must indicate on the card the issue they intend to address and whether they will speak for or against the issue
  - The speaking order will be determined by subject and order of cards received
  - The same issue may not be addressed a second time until the opposite side on that subject has been heard

- No subject may be spoken on a second time until all subjects have been addressed at least one time
  - The person speaking is responsible to limit comments to the issue indicated on their card or be declared out of order by the chair (which requires the speaker to lose the remainder of their speaking time).
5. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board of Education policy.
  6. The Board will not respond to comments at the time of the Board meeting. Comments requiring a response shall be the responsibility of the Superintendent.

Petitions or written correspondence to the Board shall be presented to the Board of Education at the next regularly scheduled Board meeting.

To ensure compliance with fire and safety regulations, the following rules will be enforced:

1. All members of the audience shall remain seated during the meeting except when recognized to address the Board of Education.
2. When all public seating is exhausted, no further visitors will be allowed to enter the meeting room.

LEGAL REF.: 10 ILCS 5/10-6 and 5/10-16.  
5 ILCS 120/2.06.

CROSS REF.: 2.220, 8.10. 8.30

Adopted: April 22, 1997

Revised: June 28, 2011

Reviewed: October 4, 2019