

**FILE: BDDH**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

<b>DATE ADOPTED:</b>	<b>March 20, 1979</b>	<b>FILE SECTOR:</b>	<b>BOARD GOVERNANCE &amp; OPERATIONS</b>
<b>DATE REVISED:</b>	<b>December 18, 1990</b>	<b>POLICY TITLE:</b>	<b>PUBLIC PARTICIPATION AT BOARD OF EDUCATION MEETINGS</b>
<b>DATE REVISED:</b>	<b>August 17, 1995</b>		
<b>DATE REVISED:</b>	<b>October 22, 1997</b>		
<b>DATE REVISED:</b>	<b>July 20, 2000</b>		
<b>DATE REVISED:</b>	<b>March 21, 2002</b>		
<b>DATE REVISED:</b>	<b>August 21, 2003</b>		
<b>DATE REVISED:</b>	<b>May 20, 2010</b>		
<b>DATE REVISED:</b>	<b>April 25, 2016</b>		

Medford Area Public School District Board of Education desires citizens of the district to attend its sessions so that they may become better acquainted with the operations and programs of the schools and so that the board of education may have opportunity to know the wishes and ideas of the public. All official meetings of the board of education shall be open to the press and public. However, the board of education reserves the right to adjourn, recess to, or meet in closed session as authorized by law.

**CROSS REFERENCE: AA, AB, BCF, BD, BDC, BDDH-R, IIA, IIA-R KL, & KLD**  
**LEGAL REFERENCE: Wis. Statutes 19.83, 19.84, 19.85**

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	October 22, 1997	FILE SECTOR:	BOARD GOVERNANCE & OPERATIONS
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In order to assure that persons who wish to appear before the board of education may be heard and, at the same time, conduct its meetings properly and efficiently, the board of education adopts as rule the following procedures pertaining to public participation at board of education meetings.

Procedures to Address the Board of Education

There are three ways for the public to address the board of education at a meeting. Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented. All presentations should be as brief as possible. Unless an extension of time is granted in advance, by the president, a speaker shall be limited to five minutes.

- When a citizen of the district wishes to speak to the board of education under the standing agenda item “Period of Public Comment” he/she need only request recognition to be heard at the beginning of the meeting.

At times, it may be too early for some citizens to participate in the first agenda item, “Period of Public Comment.” In cases when this applies, the citizen may contact the district administrator or board president prior to the meeting and make a request to be heard later in the meeting. If granted, all of the related conditions of this policy still apply.

- A citizen of the district requesting to be placed on the agenda under a specific agenda topic (*other than [a.] above*) must inform the district administrator or the board of education president of his/her desire to do so at least 24 hours prior to the start of the meeting, and shall describe to the district administrator or board president at that time, in general terms, the content of his/her presentation. The district administrator or board president will make a determination prior to the meeting as to whether or not the citizen will be placed on the agenda.
- Letters to the Board of Education  
During the Period of Public Comment board of education members and/or administrators will not read/present on a citizen’s behalf. Such letters may be included in the next available board packet.

## Rules of Order for Presenting to the Board:

- Charges, Complaints, or Challenges  
At a public meeting of the board of education no person shall orally initiate charges or complaints against individual employees of the district or challenge instructional materials used in the district. All such charges, complaints, or challenges shall be presented to the district administrator or board of education in writing, signed by the complainant. All such charges, if presented to the board of education directly, shall be referred to the district administrator for investigation and report. Challenges of instructional materials used in the district are subject to the rules and regulations of district policy.
- Conduct and Remarks Out of Order  
Undue interruption or other interference with the orderly conduct of board of education business shall not be allowed. Defamatory or abusive remarks are out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, he or she persists in improper conduct or remarks.
- Questions and Comments by Board of Education and District Administrator  
Members of the board of education and the district administrator may question a speaker or make comments in response to the speaker's remarks.
- Presidential Authority  
The board of education vests in the president, or other presiding officer, authority to terminate the remarks of any individual when they do not adhere to the rules established above.
- Full Board Authority  
Persons appearing before the board of education are reminded, as a point of information that members of the board of education are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual board of education members, but answers must be deferred pending consideration by the full board of education. The board may ask for clarification on matters brought up during the citizen participation period of the meeting agenda. The board shall not take action on any item of business not included in the meeting agenda notice.