

QUINCY BOARD OF EDUCATION RULES FOR PUBLIC PARTICIPATION

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters. Accordingly, the Board of Education has adopted the following rules for public participation at school board meetings. The Agenda for both regular and special meetings shall include a designated time for public comment. **All public comment is limited to this time unless the presiding officer specifically asks a member of the public a question.**

1. The presiding officer of each Board of Education meeting shall administer the rules of the Board for its conduct.
2. **The public participation portion of the meeting is limited to thirty (30) minutes, unless extended by a vote of the Board.**
3. **Each person will be allowed to speak for up to three (3) minutes duration.**
4. Each person wishing to address the Board of Education, and recognized by the presiding officer, shall be **asked to identify him or herself by name** and address and by group affiliation, if and when appropriate. If speaking for an organization or group, the person should indicate whether the comments or presentation represents the official view of the organization or group.
5. All written statements should be given to the Secretary of the Board of Education so that copies may be made available to members of the Board. All written statements and documents presented by an individual or group to the Board of Education during the meeting are considered public documents.
6. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by the public comments. Speakers should be aware that if statements violate the rights of others under the law of defamation or invasion of privacy, such comments may result in legal liability.
7. The presiding officer may interrupt, warn, or terminate a participant's comments when the comments are too lengthy, personally directed, abusive, obscene, or irrelevant.
8. **All comments shall be directed to the Board of Education through the presiding officer and not to staff or other participants. No person may address or question Board members individually.**
9. **Board of Education members may question speakers, but are not obligated to answer questions or make statements or comments in response to issues raised by the public.** In general, such issues will be referred to the Superintendent for investigation, study, and recommendation.
10. To ensure due process and respect for individual rights, the District maintains a formal process for handling complaints against individuals. A problem involving an individual or specific incident is best handled through administrative channels. For assistance, please contact the Superintendent's office.