

## District Boards

### Public Participation at Governing and Executive Board Meetings

The South Eastern Special Education District seeks to enhance its communications with those persons wishing to address the Board. Accordingly, the Board shall designate a portion of each regular meeting of the Board to recognize visitors and to provide them with an opportunity to address the Board. Individuals who want to address the Board shall be expected to adhere to the following guidelines:

1. An individual seeking to address the Board shall submit a written request to the Chairman and/or Secretary of the Board at least seven (7) calendar days prior to the meeting of the Board. The written request shall state the topic or subject matter to be addressed.
2. Prior to the start of the meeting a person who has submitted a written request to address the Board shall inform the Secretary of the Board of his/her presence.
3. At the designated time set forth on the meeting agenda for public comments the Chairman of the Board shall recognize those individuals who have submitted a request to address the Board and such persons shall be provided an opportunity to address the Board.
4. Individuals addressing the Board shall state for the record their name.
5. Individuals addressing the Board shall be as brief as possible, preferably limiting their comments to no more than three (3) minutes, but up to five (5) minutes if necessary. At the sole discretion of the Chairman of the Board an individual may be allowed more than five (5) minutes if the circumstances warrant such extension.
6. All comments shall be related to the topic or subject matter set forth on the written request to address the Board. Courtesy and respect for others shall be shown. Use of specific individual's names and slanderous or derogatory comments about anyone will not be permitted.
7. The Chairman of the Board shall have the authority and the obligation to declare out of order and terminate any comments which are not relevant to the topic to be addressed and do not meet all of the guidelines herein set forth. The Chairman may also deny the opportunity to address the Board of any person who has previously addressed the Board on the same topic or subject matter.
8. Public participation is not intended as a forum for debate and individual members of the Board should not respond to persons addressing the Board. However, if necessary, the Chairman of the Board or the Director may clarify Board policy or procedures for handling a matter.
9. The Chairman of the Board shall have the authority to determine procedural matters regarding public participation not otherwise set forth in the policies of the Board.

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

CROSS REF.: 2:220 (Board Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: March 3, 2005