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**NUMBER:** 3.4

**EFFECTIVE DATE:** 4/10/14

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**SECTION:** Board of Directors

**SUBJECT:** Public Participation at Board Meetings

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**REPLACES:** N/A

**REVISION NUMBER/DATE:** N/A

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The Board welcomes comments on issues of public concern and will set aside time on each regular Board meeting agenda to hear public comments. Committee meetings and work sessions do not have time set aside for public comments

The Board is also committed to a process that maintains order, civility, and respect for everyone involved. For this reason, the Board will follow the guidelines below:

1. Citizens who sign up to address the Board will be called upon in priority order, first for items on the agenda and then for items not on the agenda.
2. Sign-up for public comments will begin 30 minutes prior to the scheduled beginning of the Board meeting at the site of the Board meeting.
3. The time limit for commenting to the board is 5 minutes per person.
4. The Board may provide for the designation of spokesmen for groups of persons supporting or opposing the same positions.
5. The Board may provide for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the meeting room.
6. If a speaker chooses not to speak or is not present at the time he or she is called, the Chair will move to the next speaker on the list.
7. The laws and policies of North Carolina provide that issues or concerns involving individual personnel matters are confidential, and therefore, not appropriate for public comment settings. Concerns related to personnel issues may be addressed through the Board' grievance policies.
8. When addressing the Board, citizens are asked to state their names.
9. The Board will establish a method for keeping track of the time. Speakers shall stay within the time limit.

10. The individual listed on the sign-up sheet must be the individual addressing the Board of Education.
11. Speakers may not give their time to another speaker or trade their time slot with another speaker.
12. Speakers are welcome to offer comments or criticism directed at substantive ideas, actions or procedures of the Board, individual Board members, or staff. In the interest of maintaining civility and decorum, however, speakers are encouraged to refrain from personal attacks and insults directed at the Board, individual Board members, staff, or members of the general public.
13. No sign shall encroach upon or obstruct the view of others.
14. Any person who interrupts, disturbs, or disrupts the Board meeting may be directed to leave the premises by the Board Chair.
15. Members of the audience should show respect for each speaker by refraining from loud comments or other disruptions.