

## **BOARD OF EDUCATION MEETINGS**

The Board, as a representative body of the District, wishes to provide an avenue for any citizen to express his/her interest in and concerns for the schools. Accordingly, the public is cordially invited to attend any and all open sessions of the Board.

Meetings of the Board are conducted for the purpose of carrying on the business of the schools, and therefore are not public meetings, but meetings held in public.

In order that the Board may fairly and adequately discharge its overall responsibility, the following procedures will be followed:

### **Addressing the Board**

Privilege of the Floor will be scheduled at all regular and special open meetings.

1. The Board of Education will reserve a maximum of one-half hour of each open meeting for written and oral communication from School District residents and delegations early in the meeting. The remaining agenda including all items requiring action shall continue after Privilege of the Floor has been completed or the time has elapsed.
2. In oral communications, the speaker will address the chair and give his/her name and address and name of organization he/she represents, if any.
3. Each presentation is to be restricted to a maximum of three minutes, unless the time is extended by the Board of Education.
4. The Board of Education clerk shall serve as timekeeper or, in his/her absence, the Board of Education treasurer shall serve in this capacity.
5. Order of presentation shall be determined by order of persons submitting the appropriate form to the presiding officer, or the order in which the requests to speak are picked up from the secretary.
6. Presentations are not to be designed for purposes of engaging others in a debate in this forum.
7. In the interest of avoiding repetitive testimony, the chairperson may want to encourage persons with the same viewpoint to appoint a spokesperson.
8. After all appropriate communications have been received and persons heard, the Board of Education shall proceed with the business of the meeting without further communication or participation by audience members.
9. Discussion of certified, classified or professional personnel or of individual Board of Education members shall not be considered an appropriate topic for this forum and the speaker will be ruled out of order.

### **Publication of Board Proceedings**

The proceedings of all regular and special meetings of the Board of Education shall be published as required by law.

### **Posting of Meeting Notices**

Notices of regular and special school board meetings shall be posted, within a reasonable time prior to each meeting, on the bulletin board in the district administrative offices, public library and, during the school session, in each of the district schools.

Legal reference: Wisconsin Statutes 120.11 (4), 985

Adopted: 10/14/68

Revised: 7/12/10

5/12/14