

BOARD OF EDUCATION MEETING PUBLIC PARTICIPATION

All regular, special and emergency meetings of the Bixby Board of Education shall be open to the public but are considered business meetings which do not require public input on deliberations of the Board.

The Board wishes to hear the viewpoints of citizens throughout the district and considers the responsible presentation of these viewpoints vital to the efficient operation of the school system. The Board also recognizes its responsibility for the proper governance of the schools and the need to conduct its business in an orderly and efficient manner. Therefore, the Board will allow time for public input or statements using three methods: comments from the floor, patron requests to be placed on a Board agenda, and recognition by the Board president.

The following procedure has been established for participation at school Board meetings for the citizens of this district.

I. Comments from the floor

- A. "Comments from the Floor" shall appear on the agenda of every regularly scheduled Board meeting. During the allotted time, members of the public may make statements to the Board without a written request. However, the Board will not respond to or taken any action on the statements. The Board will seriously consider all statements.
- B. Members of the public wishing to make a statement should present a request by using a sign-in sheet posted at each meeting. The sign-in sheet will be available approximately 15 minutes prior to the start of the meeting and will be collected by the Board at the start of the meeting. The sign-in sheet will contain, as a minimum, the following items to be filled in for each request:
 - 1. Printed name and complete mailing address of the organization, group, or individual(s) requesting to make a statement, including the printed name of the person to address the Board.
 - 2. Signature of the person wishing to address the Board.
 - 3. Brief description of the subject to be addressed
- C. Speakers shall be advised that their comments are limited to three minutes speaking time. Speakers shall not be permitted to use abusive or vulgar language. Speakers shall be advised that comments must be limited to items which directly relate to the Bixby School District. The president of the Board will maintain the prerogative to discontinue any presentation which violates any of the public participation guidelines.
- D. A single spokesman will be selected by groups or organizations desiring to address the Board under the "Comments from the Public" agenda topic in order to avoid hearing repetitious information. Repetitive comments by consecutive individuals will not be allowed.
- E. Speakers may offer objective comments of school operations and programs that concern them. Persons with personal complaints concerning personnel are encouraged to utilize the Board of Education Public Complaint Process (Public Complaints section of Board Policy) as a means of bringing concerns for consideration and disposition.

- F. In accordance with provisions of the Oklahoma Open Meeting Act, discussion or action by the Board on an item presented under the “Comments from the Public” agenda topic is not permitted. The president shall advise speakers that no response of any kind will be made by any member of the Board of Education or administration either during or at the conclusion of the speakers’ remarks.

II. Recognition by the Board President

The president may, at his or her discretion, ask members of the audience at a regularly scheduled Board meeting to participate in the discussion on those items scheduled on the agenda if they have an expertise or knowledge of the subject being discussed.

III. General Guidelines for Public Participation

- A. The president of the Board shall recognize speakers, maintain proper order, and adhere to time limits established by the board.
- B. Board members and administrative staff will not respond to questions from the public. Proper questions from members of the public may be referred to the superintendent for later report to the Board.
- C. Members of the public shall not be recognized while the Board is conducting its official business.
- D. The Board shall not hear personal complaints unless the proper administrative procedures concerning complaints have been followed.
- E. The use of profanity and conduct such as physical assault are forbidden at a school Board meeting. Patrons conducting themselves in this manner may be asked to leave the meeting.

IV. Requests to be placed on a Board Agenda

- A. Any patron wishing to be placed on the agenda to address the Board of Education shall communicate such a wish in writing to the superintendent. The written request must state the nature of the matter to be discussed, the full name of the person making the request, and what is expected from the Board. The request must be received by the superintendent at least one week immediately preceding the next regularly scheduled meeting.
- B. The superintendent of schools shall confer with the president of the Board to consider inclusion of an item to be placed on a Board agenda, and the appropriate meeting for such discussion. The final decision will be at the discretion of the superintendent of schools and the president of the Board. If approved, the requesting party will be advised of the meeting at which the item will be a part of the agenda.

REFERENCE: 70 O.S. §5-118

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