



Book	Board Policies - Jeffco Public Schools
Section	3: Governance Process
Title	Public Participation at Meetings
Code	GP-17
Status	Active
Adopted	January 19, 2023
Last Revised	January 19, 2023
Last Reviewed	January 19, 2023

Monitoring Method: Board self-assessment

Monitoring Frequency: Annual

All regular and special meetings of the Board of Education shall be open to the public, but any person who disturbs good order may be required to leave. Because the Board desires to hear the viewpoints of citizens throughout the district and also needs to conduct its business in an orderly and efficient manner, it shall schedule one or more periods during regular meetings for brief comments from the public.

Citizens wishing to make a formal presentation before the Board must make arrangements in advance with the Superintendent to schedule such presentation on the agenda.

At regular meetings, citizens can address the Board on any topic related to the operation of the schools.

The president of the Board is responsible for recognizing all speakers, who shall properly identify themselves with name, address, city or as an employee, for maintaining proper order, and for adherence to time limits.

Members of the public will not be recognized by the president as the Board conducts its official business except when the Board schedules an interim public discussion period on a particular item. The Board shall listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

### **Eligibility to Address the Board**

The following persons are eligible to address the Board:

1. Residents of the district
2. Parents of students enrolled in district schools
3. Members of the staff
4. Individuals who have been requested by the superintendent or Board to present a given subject
5. Nonresidents of the district who have previously requested and received the permission of the superintendent or Board

### **Hearing of Persons**

Anyone who would like to address the Board must sign the public comment roster (name, address, and topic) and are allowed to sign up only once per public comment portion of the agenda.

The Board president will request that a large number of citizens who sign up as a group to speak on a single topic select speakers and comment for no more than ten (10) minutes. An individual speaker on a single topic will be given three (3) minutes to speak. If more than 20 individuals sign up to speak, individual speakers will be given two (2) minutes to speak and groups will be given five (5) minutes to speak. If more than 30 individuals sign up to speak, individual speakers will be given one (1) minute and groups given (3) minutes to address the Board.

Undue interruption or other interference with the orderly conduct of the Board business cannot be allowed. Any person who disturbs good order may be required to leave.

All charges, complaints, or challenges are to be presented to the Superintendent or Board in writing, signed by the complainant. All charges, if presented to the Board directly, are to be referred to the Superintendent for investigation and report.

To place an item on the agenda, written material must be filed with the Superintendent. The written material should include the name of the person or persons making the request and the name of the organization or group represented, if any. Also contained in the request will be a statement of action requested by the Board and pertinent background information leading to the request.

If the item is considered, the Superintendent will notify the individual or group of the time and place of the meeting at which the item will be considered.

If practicable, members of the public may address the board pursuant to the above electronically. To attend a board meeting electronically, a member of the public must notify the District at least three business days prior to the meeting, or as soon as reasonably possible.

Cross References [KE - Public Complaints](#)