

Policy 2310 Public Participation at Board Meetings

Board meetings are conducted for the purpose of carrying on the official business of the school system. The public is cordially invited to attend board meetings to observe the board as it conducts its official business.

The board of education, as an elected representative body of the school system, also wishes to provide a forum for citizens to express interests and concerns related to the school system. In order that the board may conduct an orderly meeting while providing an opportunity for input, individuals or groups may be heard by the board in accordance with this policy or subsection D.2 of policy [2300](#), Board Meetings, which addresses public hearings.

A. Requests to Place Item on the Agenda

In order that the board may fairly and adequately discharge its overall responsibility, citizens desiring an item to be placed on the agenda for a specific board meeting should direct written requests to the superintendent at least ten (10) working days prior to the meeting.

The request should include:

- 1. the name and address of the person or persons making the request;
- 2. the organization or group, if any, represented and spokesperson’s name; and
- 3. a brief explanation of the nature of the item and approximate of amount of meeting time required. Questions and/or materials to be presented to the board are to be submitted along with the request. Additional items may be added to the agenda by the board on a two-thirds vote of the board members.

The superintendent shall confer with the chairperson of the board concerning whether to approve placing the requested item on the agenda and to determine the appropriate meeting for such discussion. The superintendent, with the consent of the board chairperson, will accept or deny a request for inclusion on the agenda for any reason determined appropriate by the superintendent and chairperson.

The superintendent shall notify the requesting party of the response to the request. The board may, by majority vote and notwithstanding prior denial by the superintendent, consent to hear a presentation when the appeal to speak is made immediately prior to or during the course of the meeting. The superintendent shall explain any other processes available for addressing the concerns. (See section C, Reports of Complaints, below.)

The chairperson shall establish the amount of time for individual or group presentations.

B. Public Comment

Each month, a part of at least one regularly scheduled board meeting will be set aside for citizens to address the board through public comment. A sign-up sheet will be available for any individual or group to indicate their desire to address the board. Any individual or spokesperson for any group who wishes to address the board during the public comment portion of a regular meeting shall provide his or her address, the name of the organization he or she represents, if any, and the topic to be addressed. Groups will be advised to select one spokesperson. There shall be a three-minute time limit on each speaker and a maximum of 30 minutes devoted to the public comment portion of the agenda. The superintendent shall develop additional procedures to ensure that public comment sessions proceed in an efficient and orderly manner.

Board members will not respond to individuals who address the board except to request clarification of points made by the presenter.

Except in cases of emergency, information received during presentations will not be acted upon at the time it is received. It will take unanimous vote of the board members present to take action on a presentation considered to be of an unusual or emergency nature at the time it is presented.

Disruptions by any person or persons of a public meeting will be subject to action in accordance with [G.S. 143-318.17](#).

If the board does not hold a regular meeting during a month, the board will not provide a time for public comment at any other meeting held during that month, unless a majority of the board votes to allow public comment at the meeting or unless the purpose of the meeting is a public hearing.

C. Reports of Complaints

Complaints about the performance of school personnel, implementation of board policy, the quality of the educational program or school facilities should be submitted initially for a response to the school system official responsible for the program or facility or to the superintendent. See policy [1742/5260](#), Responding to Complaints.

Public complaints concerning individual employees of the school system will not be accepted by members of the board of education without specific documentation. Such complaints will be referred to the superintendent who, after attempting to resolve the problem, may address the board in closed session.

The superintendent or designee shall make available this policy and other relevant grievance procedures to any individual or group submitting a complaint.

Legal References: [G.S. 143-318.10](#) and [-318.17](#); [115C-36](#), [-51](#)

Cross References: Student and Parent Grievance Procedure (policy [1740/4010](#)), Responding to Complaints (policy [1742/5060](#)), Role of Board Members in Handling Complaints (policy [2122](#)), Board Meetings (policy [2300](#)), Board Meeting Agenda (policy [2330](#))

Replaces: BC (in part) (revised October 12, 1999); BCBI (revised July 12, 1988); KN (in part) (adopted July 1, 1985)

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Cumberland County Schools