

PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS

The School Board desires all citizens of Orleans Parish to attend School Board meetings so that they may become better acquainted with the schools, and in order that the School Board may have an opportunity to hear the desires and/or ideas of the public on educational issues within Orleans Parish. It is the policy of the Orleans Parish School Board to conduct all meetings in full view of and with welcomed participation by the public. However, the School Board reserves the right to recess into or call executive sessions for discussing matters as provided by state law. During executive sessions, no action shall be taken or resolutions made.

REQUEST FOR ITEM TO BE PLACED ON AGENDA

All delegations or individuals who wish to appear before the School Board and place an item on the agenda shall submit their written requests to the Superintendent at least ten (10) calendar days prior to the scheduled meeting date, stating what matters they wish to take up with the School Board and the approximate time such matters should consume at the meeting. All such requests shall be processed as follows:

1. The Superintendent's Cabinet shall review the topics and ascertain whether these topics or items are proper for placement on the School Board's agenda. The Cabinet will consider the following:
 - A. Does the topic or item have an educational purpose or is within the jurisdiction of the School Board?
 - B. Is the topic or item covered by a School Board policy or procedure or by federal or state law, such that consideration of the topic or item would circumvent the policy, procedure, or law or violate the administrative process?
 - C. Is this a matter that should be properly referred to a standing committee of the School Board for consideration before referral to the full School Board?
 - D. Any other relevant factor that might be determinative of the decision to add the topic or item to the agenda.
2. The decision of the Superintendent's Cabinet to deny a request to place an item or topic on the School Board's agenda shall be in writing, and this decision shall be made part of the School Board record.

PUBLIC COMMENT ON AGENDA ITEMS

A public comment period shall be held before any vote is taken on an agenda item. The School Board is legally authorized to establish reasonable rules, regulations, and restrictions related to public comment. Each speaker shall complete and sign a comment card for each agenda item he/she will address. Comments from the public shall occur after introduction of the item to be voted on and before any discussion by School Board members. However, a person shall not be entitled to take up business before the School Board unless the item in which he/she is interested has been placed on the agenda of that meeting. Guidelines governing public comment on agenda items shall be maintained by the Superintendent.

As the School Board reaches each item on its agenda for which a vote will be taken, the School Board President or the Parliamentarian shall recognize those persons who have submitted a comment card to speak on that item. No individual may speak without first being recognized by the presiding officer. Each person may speak for not more than two (2) minutes on each item, and may speak only once on each agenda item. No person may allot his/her time to speak to another person.

When the individual has been called upon to speak, that individual shall approach the podium to address the School Board. The individual shall limit his/her comments to matters that are strictly relevant to that agenda item. The individual shall refrain from asking questions or making requests of the School Board or staff. The School Board shall delay its deliberations on each agenda item until all members of the public who wish to address the School Board have been given an opportunity to speak. The School Board President or the Parliamentarian may request that a designated group speaking on an agenda item limit comments to only two (2) speakers. If a substantial number of comment cards have been submitted requiring more than thirty (30) minutes of comment on a single agenda item, the School Board President or the Parliamentarian may limit the number of public comments such that the comment period on that agenda item does not exceed thirty (30) minutes.

In the event that the School Board should add an item for which a vote will be taken, to its agenda after the School Board meeting begins, or the School Board desires to consider an item upon which a vote is to be taken where no vote was originally anticipated, the School Board President shall orally request of the audience whether anyone in attendance would like to speak on the added agenda item. Each person indicating a desire to do so shall be given an opportunity to address the School Board on each agenda item added. The School Board shall delay deliberations on that agenda item until such time as all interested members of the public have had an opportunity to speak.

At the conclusion of all public input on each agenda item for which a vote will be taken, the School Board shall deliberate on the matter and take such action as it considers

appropriate. There shall be no further public input allowed on each agenda item after the School Board has begun its deliberation of that item. The School Board is legally authorized to remove any person or persons who willfully disrupt a meeting to the extent that orderly conduct of the meeting is seriously compromised.

Guidelines for Public Comment consistent with this procedure shall be posted at the School Board's website and summarized on the comment cards. Copies of the Guidelines shall be available at meetings of the School Board and its committees.

REMOTE PARTICIPATION BY MEMBERS OF THE PUBLIC WITH DISABILITIES

The School Board shall allow any member of the public with a disability recognized by the Americans with Disabilities Act, or a designated caregiver of such a person, to participate in its meetings via teleconference or video conference if such person requests that accommodation prior to the meeting. Members of the public who desire to participate in this fashion, or their designated caretakers, shall certify that they meet the definition of a person with a disability recognized under the Americans with Disabilities Act when they submit their requests, prior to the meeting, to comment on agenda items and shall comply with the same rules and regulations on speaking applicable to those participating in person at such meetings. The Superintendent shall promulgate such rules, regulations, and procedures as necessary to regulate and facilitate such participation.

Revised: October 17, 2019

Revised: November 16, 2023

Ref: La. Rev. Stat. Ann. §§17:81, 42:14, 42:15, 42:16, 42:17, 42:23; Board minutes, 10-17-19, 11-16-23.