

Resolution No. 2019-R- 4

## **A RESOLUTION MODIFYING THE RULES OF CONDUCT FOR MEETINGS OF THE BOARD OF SCHOOL TRUSTEES**

WHEREAS, the West Clark Community Schools Corporation (the "WCCS") is a community school corporation; and,

WHEREAS, the Board of School Trustees (the "School Board") has previously to established rules of conduct for its WCCS School Board Meetings in order to have more orderly and productive meetings; and,

WHEREAS, the School Board desires to amend its rules of conduct for meetings with regard to public comments during regular School Board meetings and Public Hearings.

THEREFORE, BE IT HEREBY RESOLVED by the Board of School Trustees the West Clark Community Schools Corporation that the following *Rules* shall be in effect, with regard to proceedings before the WCCS School Board:

- A. Distribution of Agenda: The WCCS Superintendent should distribute a *Preliminary Agenda* at least one (1) week prior to each School Board meeting, when practical. The *Final Agenda* should be sent by 6 PM at least two (2) business days prior to the meeting. Copies of all proposed Resolutions and other materials to be considered should be sent with the Agenda to all members of the School Board and the WCCS Attorney, with the Agenda. Unless otherwise requested, delivery of the Agenda will be by email. A copy of the proposed *Preliminary Agenda* should be posted on the WCCS web site as soon as practical after it is sent to School Board members.
- B. Public Comment. Members of the School Board are elected representatives and their constituents have a right to contact and comment to School Board members. This is best accomplished by direct, individual discussion, telephone calls, emails, or letters. Making public comment at School Board meetings is a privilege. Such comment may be allowed after the agenda are approved as follows:
  - 1) Public comment will generally only be allowed at the first (1<sup>st</sup>) School Board meeting of the month. A total of up to thirty (30) minutes will be allowed for public comment at such meetings.
  - 2) An Application to address the School Board shall be related to an Agenda item before of the School Board at the meeting at which the person who desires to address the School Board. Persons addressing the School Board must keep comments focused on the subject matter identified in their Request.
  - 3) In order to expedite School Board meetings, prepared written statements cannot be read aloud during School Board meetings. Instead, prepared (written) remarks can be submitted directly to School Board members or to the office of the Superintendent for copying and forwarding to School Board members along with

the Agenda. Copyrighted materials shall not be presented without permission of the owner. Those materials shall be preserved as part of the public record (documents containing confidential information or comments will not be posted on the WCCS web site or made part of the public record).

- 4) Persons wishing to address the School Board at a School Board meeting must mail, email, or deliver a written request to the WCCS Superintendent such that it is received by noon (12 PM) on the business day that the Final Agenda for the Regular meeting is scheduled to be sent to the School Board (e.g. by noon on Tuesday for a Thursday School Board meeting). Applications by text messaging and/or social media are not appropriate.
- 5) Requests to make public comment to the School Board shall be in writing on a form provided by WCCS, and shall identify the speaker, the speaker's address, and the specific agenda item the speaker wishes to address.
- 6) Because of restrictions on disclosure of certain confidential information, comments pertaining to individual students or addressing personnel issues are normally heard in executive session. However, no decisions regarding such matters will be made in executive session.
- 7) Copies of any written materials or electronic presentation the speaker intends to present to the School Board must also be provided to the Superintendent at the time the Request to address the School Board is delivered.
- 8) Persons addressing the School Board shall demonstrate respect for the School Board and all other parties in attendance and shall comport themselves with proper decorum. Verbal threats, interruptions, insults, personal attacks, calling names, profanity, and other rudeness is inappropriate.
- 9) Each person granted opportunity to comment shall be allowed up to five (5) minutes to make comment. The WCCS Attorney normally serves as timekeeper. In the event that the number of people wishing to make comment exceeds thirty (30) minutes, comments shall be taken in the order received.
- 10) Time granted for an individual to comment may not be ceded to another.
- 11) If a person making comment is repetitious of what others making commenting have already said, the person being repetitive may be asked to cover different material or forfeit their right to continue commenting.
- 12) If a majority of the School Board feels that a person addressing the School Board has failed to follow any of these Rules, that person may have the privilege of addressing the School Board at School Board meetings revoked, temporarily or indefinitely.
- 13) Applicants for employment positions will not be allowed to address the School Board, either before or after the position is filled.

C. Public Hearings: At any meeting where a *public hearing* is required to be held, the following procedures shall be followed:

- 1) At least thirty (30) minutes prior to the advertised time for the beginning of the public hearing the Clerk-Treasurer shall post a sign-in sheet in the meeting room for any person desiring to comment to sign up to make a comment. In order to

comment, the person signing the list must disclose, in writing, his/her name and residential address.

- 2) Prior to the time the public hearing portion of the meeting commences an announcement shall be made by the presiding official to the effect that persons who have signed up to speak will be recognized and allowed to present information or give comment at the public hearing. Following this announcement all persons that have signed up to make public comment shall be provided with an opportunity to do so, as described below.
- 3) A copy of any written materials the speaker wishes to present to the School Board should be delivered to the Superintendent prior to a person's comments. Copyrighted materials shall not be presented without permission of the owner. Those materials shall be preserved as part of the public record.
- 4) Each person signing up to comment will normally be allowed up to two (2) minutes to make comment. The WCCS Attorney normally serves as timekeeper. In the event that the number of people wishing to make comments exceeds thirty (30), comments may be limited to one (1) minute each. Time allowed to persons signing up to make public comment may not be ceded to another.
- 5) Persons addressing the School Board shall demonstrate respect for the School Board, other speakers, and all other parties in attendance, and shall comport themselves with proper decorum. Threats, interruptions, insults, personal attacks, calling names, celebrations, and profanity are inappropriate.
- 6) When all persons on the sign-up list have had the opportunity to make comment or present information, the public comment portion of the public hearing shall be closed.

Effective Date: These rules are hereby adopted and shall take effect immediately upon passage.

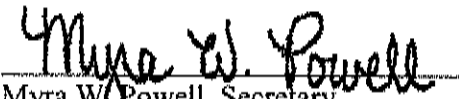
Rescission. This Resolution rescinds any policy or provision conflicting herewith.

Provisions adopted separately. Each section herein is adopted separately. In the event that any is deemed to be illegal the remainder of this Resolution shall continue to be of effect.

ALL OF WHICH IS RESOLVED BY THE SCHOOL BOARD OF THE WCCS ON THIS 11<sup>th</sup> DAY  
OF July, 2019.

  
Doug Coffman, President  
Board of School Trustees

Attest:

  
Myra W. Powell, Secretary  
Board of School Trustees

Application to Address the Board of School Trustees  
West Clark Community Schools

Date request submitted: \_\_\_\_\_

Request Submitted By: \_\_\_\_\_

Speaker's Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Speaker's email address: \_\_\_\_\_ Speaker's Phone number: \_\_\_\_\_

Subject matter of speaker's comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Agenda Item this comment is related to: \_\_\_\_\_

\_\_\_\_\_

Does the speaker have written materials to be distributed to members of the School Board? If so, you are required to submit a copy of those written materials with this Application.

Yes

No

Date of School Board Meeting at which the opportunity to speak is requested:

\_\_\_\_\_

By signing below, I acknowledge that I have read and agree to the rules set out above:

Signature of person making request: \_\_\_\_\_

Do Not Write Below This Line

Date Request Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Method of delivery:

U.S. Mail

Hand Delivered

Email

Materials received with this Application? \_\_\_\_\_

### Rules for Making Public Comment at School Board Meetings

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**By signing below, I confirm I understand and will follow these Rules when addressing the School Board:**

\_\_\_\_\_

Date: \_\_\_\_\_