

**PUBLIC PARTICIPATION AT
BOARD OF EDUCATION MEETINGS**

The Swallow Board of Education welcomes the public's participation at Board meetings mindful that the purpose of the meeting is for the Board to conduct the affairs of the District. Meetings are conducted in accordance with Wisconsin Statute 19.81, which states that, "all meetings of all state and local governmental bodies shall be publicly held in places reasonably accessible to members of the public and shall be open to all citizens at all times unless otherwise expressly provided by law". Board members will receive comments from visitors as described below. Board members may respond to visitors' comments but they may not take action on any matter that is not on the agenda.

The Board will conduct its meetings in a relatively informal atmosphere rather than rigid adherence to parliamentary procedure. However, the informal atmosphere does not preclude the need to maintain order, and parliamentary procedure will be followed to the extent of a formal motion, second, discussion and vote on each business or action item.

The Board will provide citizens or visitors multiple opportunities to speak at a Board Meeting. The first opportunity to speak is during "Citizens' Forum". At that time, a member of the public may speak on any item that is not on the agenda for that meeting. Each person wishing to speak should receive recognition from the presiding officer, give his or her name, address, the organization he or she represents, if any, and state his or her opinions briefly and concisely. A person may speak once during "Citizens' Forum" for a maximum of two (2) minutes. Public comments on specific personnel matters are not an appropriate subject for this forum and should be referred to the Superintendent or Board President. Comments will not be permitted if they violate an individual right of an employee or student.

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The Board extends a second opportunity for the public to speak at their meeting. After the motion has been made, seconded, and discussed by the Board, the public may, at the discretion of the presiding officer, be invited to speak to the motion prior to the vote.

Each person wishing to speak should receive recognition from the presiding officer, give his or her name, address, the organization he or she represents, if any, and state his or her opinions briefly and concisely. A person may speak once on each motion for a maximum of two (2) minutes.

Anyone who creates a disturbance or prevents the Board of Education from fulfilling their legal responsibilities to conduct the business of the District will be removed from the meeting.

References: Wis. Statute 19.83(2), Opportunities Unlimited: A Guide for Wisconsin School Board Members Chapter IV "The School Board Meeting"

APPROVED: August 23, 2000
REVIEWED: November 9, 2005, November 19, 2012
REVISED: November 14, 2007
EDITED: February 11, 2009, May 16, 2012
REVISED: January 6, 2010

Confirmed by: _____, President

_____, Clerk