

## PUBLIC PARTICIPATION AT BOARD MEETINGS

All regular and special meetings of the Board shall be open to the public.

The Board invites the viewpoints of citizens throughout the District, and considers the responsible presentation of these viewpoints vital to the efficient operation of the District. The Board also recognizes its responsibility for the proper governance of the schools and therefore the need to conduct its business in an orderly and efficient manner. The Board therefore establishes the following procedures to receive input from citizens of the District:

- Any individual desiring to address the Board shall complete a form (Request to Address Board) and give this form to the Superintendent prior to the start of the Board meeting.
- The Board President shall be responsible for recognizing speakers, maintaining proper order, and adhering to any time limit set. Questions of fact asked by the public shall, when appropriate, be answered by the President or referred to the Superintendent for reply. Questions requiring investigation shall be referred to the Superintendent for later report to the Board. Questions or comments on matters that are currently under legal review will not receive a response.
- If considered necessary, the President shall set a time limit on the length of the comment period. In order to ensure that each individual has an opportunity to address the Board, the President may also set a time limit for individual speakers.
- Members of the public may be recognized by the President to assist the Board with information for the conduct of its official business.
- Personal attacks upon Board members, staff personnel, or other persons in attendance or absent by individuals who address the Board are discouraged. Presenters are cautioned that statements or representations concerning others that convey an unjustly unfavorable impression may subject the presenter to civil action for defamation. Policies KE, KEB, KEC, and KED are provided by the Board for disposition of legitimate complaints, including those involving individuals. Upon conclusion of the open call to the public, individual members of the Board may respond to any criticism made by an individual who has addressed the Board.

The Superintendent shall ensure that a copy of this policy is posted at the entrance to the Board meeting room, and that an adequate supply of forms is available.

*Adopted:* date of Manual adoption

LEGAL REF.: A.R.S. 38-431.01

CROSS REF.: BDB - Board Officers  
BHC - Board Communications with Staff Members  
BHD - Board Communications with the Public  
KEB - Public Concerns/Complaints about Personnel

**EXHIBIT**

**PUBLIC PARTICIPATION AT  
BOARD MEETINGS**

**REQUEST TO ADDRESS BOARD**

*The Call to Public is on the regular Board agendas to provide everyone the opportunity to be heard. The Governing Board understands the importance of communication with the public and welcomes and values your comments, concerns, input, and praise.*

*The Governing Board cannot comment or answer issues brought up at Call to Public because only items listed on the agenda for discussion or action may be addressed. This does not mean that your comments will be forgotten or that the Board does not care what you think. The Governing Board President will discuss them with the Superintendent, and every effort will be made to answer your questions and/or resolve your concerns.*

*Thank you for caring about the children of the Laveen Elementary School District and for taking time out of your busy schedule to address the Governing Board.*

Please complete and submit this form to the Governing Board secretary before the meeting convenes.

\_\_\_\_\_   
Date of Board Meeting

Name of person or group requesting to address the Governing Board:

\_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Representing \_\_\_\_\_

Please check all that apply:

- Parent       Student       Employee       Patron
- Vendor     Other (please specify): \_\_\_\_\_
- District resident       Nonresident

Identify the agenda item or the topic you wish to address:

\_\_\_\_\_

**EXHIBIT****EXHIBIT**

*Please note:* This does not guarantee recognition to address the Board. Such recognition is at the discretion of the President of the Governing Board, depending upon time and number of agenda items.

Personal attacks upon Board members, staff personnel, or other persons in attendance or absent by individuals who address the Board are discouraged. Presenters are cautioned that statements or representations concerning others that convey an unjustly unfavorable impression may subject the presenter to civil action for defamation. Policies KE, KEB, KEC, and KED are provided by the Board for disposition of legitimate complaints, including those involving individuals.

Upon completion of this form, please submit it to the Governing Board secretary.

---

Signature