

## Community Relations

**SUBJECT: CORRESPONDENCE AND PUBLIC EXPRESSION AT MEETINGS****Correspondence**

All correspondence to the Board of Education shall be submitted at least 12 hours prior to the next regular meeting if the correspondent wishes the message to be read at that meeting.

The Board President, Clerk and the Superintendent of Schools will read the correspondence prior to the meeting and determine whether it should be read in open or closed session. In the event a closed session is determined, the correspondent will be invited to participate in that session. During the closed session, the Board will determine what action to take in response to the correspondence.

**Public Expression at Meetings**

Recognizing its responsibility for proper governance of the schools and the need to conduct its business in an orderly and efficient manner, the Board may schedule on its agenda a period of public participation during each regular meeting. Generally, a time limit of three minutes per individual speaker will be allotted.

The Board President will be responsible for recognizing speakers, who shall properly identify themselves, for maintaining proper order, and for adherence to any time limits set.

NOTE: Refer to Policy #1510, Regular Board Meetings

Adopted: 2/13/01

Reviewed: 6/2/05-no changes