

## Corporate Policy and Procedure Manual

### Board Operating Procedures

Board members may place items on the board agenda by contacting the President or Executive Director prior to the meeting.

The Public may place items on the agenda by submitting a request, in writing, to the President or Executive Director no later than 10 days before the scheduled meeting.

All Board meetings will be open for continuous public input. The following guidelines are provided for speaking/participating in meetings:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Public Comment".
3. "Public Comment" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to an issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes.
4. The Board may give direction to staff to respond to any concern or offer you the option of returning with a requested item.
5. With regard to items that are on the agenda, you may specify that agenda item on the request form and be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.
6. When addressing the Board, speakers are requested to state their name and address and adhere to the time limits set forth.
7. Citizens may request that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.

A new *Policy and Procedure Manual* will be submitted to the Board annually for adoption at the first board meeting of the fiscal year.