

**Chattooga County Board of Education**  
Public Participation Request Form

Today's Date \_\_\_\_\_

**Agenda items must be submitted to the Superintendent five working days prior to the date of the meeting.**

Meeting Date \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Topic to be addressed \_\_\_\_\_

\_\_\_\_\_

Summary, explanation and background of topic \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of all individuals who desire to make presentation(s):

\_\_\_\_\_

\_\_\_\_\_

**Please attach any supporting documents which you plan on using as reference.**

# of Documents \_\_\_\_\_

**\*Descriptor Code "BCBI" attached**

**Policy**  
**Public Participation in Board Meetings**

**Descriptor Code: BCBI**

All official meetings of the Board shall be open to the press and public. Also the Board reserves the right to meet publicly for work sessions and to adjourn or recess a meeting at any time to discuss such matters as may be properly considered in executive sessions.

The Board desires citizens of the district to attend its sessions so that they may become better acquainted with the operation and programs of the schools and that the Board may have opportunity to hear the wishes and ideas of the public.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation in Board meetings.

1. Any party, other than a Board member, desiring to have an item placed on the Board meeting agenda must make such request in writing to the Superintendent of Schools at least five (5) working days prior to the date of the meeting. The request must include the following:
  - a.
    - a. the name of the individual or party making request;
    - b. the item to be placed on the agenda with some background information if practical;
    - c. the names of all individuals who desire to make presentations;
2. Forms for submitting items on the Board Agenda may be obtained at the Superintendent's office.
3. Any individual desiring to speak shall give name, address, and the group, if any, that is being represented.
4. The presentation should be as brief as possible. Unless an extension of time is granted, a speaker shall be limited to five minutes.
5. Speakers may offer such objective criticism of school operations and programs as concern them. But, in public session, the Board will not hear personal complaints of school personnel, nor against any person connected with the school system. Other channels provide for Board consideration and disposition of legitimate complaints involving individuals.
6. No profane or vulgar language nor personal abuse against any person shall be permitted.

The Board vests in its chairperson or other presiding officer authority to terminate the remarks of any individual when the rules established above are not adhered to.

Persons appearing before the Board are reminded as a point of information, that members of the Board are without authority to act independently as individuals in official matters; thus, questions may be directed to the Board members but answers must be deferred pending consideration by the Board.

Comments and questions at a regular meeting may relate with any topic concerned with the Board's conduct of the schools. Comments at special meetings can only deal with the call of the meeting.

All meetings of the Board are tape recorded and it is necessary for each person addressing the Board to state his/her name, address, and the subject about which he/she wishes to speak, even though the written request has been submitted.

Chattooga County Schools

Date Adopted: 2/13/2006