

# Board Policy

Code No. 213.R1

## CITIZEN PARTICIPATION

To assure an orderly meeting, the Board of Directors will utilize the following procedures:

- a. Before addressing the Board of Directors, speakers shall identify themselves by name and address. If the speaker represents a group, the group should also be identified.
- b. In general, comments should be limited to no more than three minutes.
- c. Arrangements for formal inclusion on a Board of Director's agenda should be made in writing at least one week prior to the scheduled Board meeting.
- d. For topics not on the regular agenda, the President will ask if any citizen wishes to speak during the "Comments and Suggestions from the Audience" section of the agenda.
- e. If an issue is raised which will require the preparation of an agenda item, it will be referred to the Superintendent. The person raising the issue will be informed of the meeting when it will appear on the agenda.
- f. In general, action will not be taken on any item not included on the formal agenda.

*Approved: February 3, 1997*

*Reapproved: February 3, 2003  
June 19, 2006  
January 11, 2010  
February 3, 2014*

*Revised: April 18, 2011*