

# Board Policy

Code No. 214.R

## PUBLIC HEARINGS

### PROCEDURES FOR PUBLIC HEARING

Directors shall seek to conduct a public hearing in a fair, open, and objective manner, giving all persons involved an equal opportunity to be heard. In order to attain this goal the District has adopted Board Policy No. 216 covering public hearings. This policy establishes specific guidelines for a hearing and the requirement that at the beginning of the proceedings, the attending public be informed of the particular rules that will be followed in regard to questions, remarks, rebuttals, time limitations, or other rules necessary to give everyone an opportunity to be heard. In accordance with Board policy, the President of the Board of Directors shall conduct the public hearing (in the absence of the President, Directors shall determine amongst those present the individual to conduct the hearing). The Chair has the authority to see to the orderly completion of a hearing. This authority includes such duties as regulating the length of time for each presenter; keeping remarks of presenters to those related to the reason(s) for the public hearing; deciding the order of presenters; and establishing other procedures, as necessary, in order to assure that all persons involved have an equal opportunity to be heard.

In order to receive as much information as possible from members of the audience, the following provisions will be in place while conducting a hearing.

1. The Chair will provide an overview at the start of a hearing as to the procedures to be followed by the Board of Directors at a public hearing and the reason(s) for the public hearing.
  - a. The Chair may call upon members of the administrative staff to present information at the start of a public hearing pertinent to the reason(s) for calling a public hearing.
  - b. To address the Board of Directors, citizens must be recognized by the Chair, and all remarks must be addressed to the Chair and be germane to the topic.
  - c. Before addressing the Board of Directors, each presenter shall identify his name and address. If the presenter represents a group, the group should also be identified.
  - d. Each presenter shall be limited to no more than three minutes. Remarks anticipated to exceed this guideline should be placed in writing and presented to Directors at the public hearing or afterwards through the Superintendent of Schools.
  - e. Each presenter will be limited to a one-time segment of three minutes. If time allows, the Chair may call upon a presenter for further comments after everyone has had an opportunity to speak.
  - f. The Chair will be responsible for designating individuals to comment on the Board's behalf to questions raised by presenters at a hearing.
2. It is the intent of the Board of Directors to receive input from community members at a hearing and to limit dialogue of Directors to the minimum required for the orderly completion of a public hearing.

*Legal Reference: Iowa Code §§ 21.7. Chapter 21.*

Bettendorf Community School District  
BOARD POLICY - 214.R ● PUBLIC HEARINGS REGULATION

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