

PENNSYLVANIA DISTANCE LEARNING CHARTER SCHOOL

Book: Policy Manual
Section: Administration
Title: Public Participation Policy
Adopted: November 15, 2004
Revised: December 3, 2012

PURPOSE: The purpose of this policy is to detail the procedures regarding public speakers at Board of Trustee meetings.

SCOPE: This policy applies to all individuals wishing to address the Board of Trustees.

POLICY AUTHORITY: Policy draft is reviewed by the CEO of PDLCS; then (1) sent to the Board of Trustees, and (2) presented at the next formal, public Board Meeting for review, public comments and approval.

DETAILED POLICY STATEMENT: Oral communication from persons other than Board members on matters before the Board or of interest to the Board shall be encouraged within reasonable limitations and shall be received at regular Board meetings within and subject to the following procedures:

- A Request to Speak Form shall be available at each Board meeting. The form shall provide for the person's name, address, the organization the person represents and the item on which the person requests to speak. Facsimiles shall be accepted.
- A Request to Speak Form shall be submitted to the Treasurer or any Board Member prior to the convening of the Board meeting. The Treasurer shall organize the requests in chronological order according to the Board agenda. Items appropriately assigned to new or unfinished business shall be brought up at that time.
- Unless otherwise permitted by the Chair and agreed to by the Board, no person shall speak for more than three minutes and, at the prerogative of the Chair, may be limited to one topic per meeting.
- Unless otherwise permitted by the chair and agreed to by the Board, no more than three persons shall be permitted to speak on any single issue.
- Any questions or suggested solutions pertaining to the quality of education in the District or other problems, which have not been resolved shall be welcomed by the Board.
- All persons speaking at any Board or committee meeting shall confine all their remarks to the issue(s) at hand. No person, so speaking, shall make any reference to personalities, shall make derogatory statements concerning any individual or organization or shall act in a disorderly

manner. Any violation of this paragraph shall subject said person to expulsion from said meeting.

- Any recording equipment must be silent, unobtrusive, self-contained, self-powered and not interfere with the ability of others present to hear, see and participate in the proceedings.