

## **Public Comment at Board Meetings**

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites the district's community members to attend Board meetings to become acquainted with the program and operation of the district. The public has a right to attend public meetings held in open session, and may be invited to share comments, ideas and opinions with the Board during designated times on the agenda.

It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others. An individual with a disability will be given an equal opportunity to participate in Board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids and services.

### **Procedures for Oral Public Comment**

The Board establishes the following procedures for oral public comment at regular Board meetings held in open session. The Board may conduct a work session or special meeting with or without oral public comment. Written public comment is always welcome.

1. The Board vests in its chair or other presiding officer authority to terminate the remarks of any individual when those remarks do not adhere to the rules established in this policy or guidance provided regarding appropriate decorum and procedures for a board meeting.
2. Oral public comment is limited to its designated place on the agenda and while time allows.
3. A person wishing to provide public comment, if an opportunity is provided by the Board during a meeting open to the public, will either sign up to speak on the public comment sheet provided for an in-person meeting; or submit their name and comment topic electronically to the Board Secretary 24 hours prior to the Board meeting.<sup>1</sup> A request to give public comment in-person or electronically (audio format only) does not guarantee time will be available.
4. A person speaking during the public comment portion of the meeting may comment on any topic.
5. A person speaking during the public comment portion of the meeting should state their name, city of residence and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.
6. A person giving public comment is limited to an established time limit of 3 minutes. Public comment during a Board meeting is limited to 45 minutes, unless extended by the Board and depending on the agenda at any specific meeting. If a person has more comments than time allows or is unable to comment due to time constraints, the person is encouraged to submit additional written comments to the Board

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<sup>1</sup> When in-person attendees are allowed to provide oral comment, virtual attendees will be afforded the same opportunity.

through the Board Secretary. Oral public comment time allotted will be divided between speakers who attend in-person and those who have pre-arranged to speak remotely.

7. Inquiries from the public during the designated portion of the agenda will not generally be responded to immediately by the Board chair and may be referred to the superintendent for reply at a later date.
8. Comments Regarding Staff Members or Students: A person speaking during the designated portion of the agenda for public comment may offer objective criticism of district operations and programs. The Board will not hear comments regarding (or identifiable to) any individual district staff member or student. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for consideration of a legitimate complaint involving a staff member. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, their supervisor and the Board.

### Procedures for Written Comment

Members of the public may submit written comments or materials to the Board at any time at the district office, by mail or by email to the Board Secretary. Materials or comments submitted by 8:00 a.m. the day of the meeting will be provided to the Board before the Board meeting but will not be read aloud at the Board meeting. Written materials or comments submitted may not warrant action by the Board.

END OF POLICY

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#### Legal Reference(s):

[ORS 165.535](#)  
[ORS 165.540](#)

[ORS 192.610 - 192.690](#)  
[ORS 332.057](#)

[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

*Baca v. Moreno Valley Unified Sch. Dist.*, 936 F. Supp. 719 (C.D. Cal. 1996).

*Leventhal v. Vista Unified Sch. Dist.*, 973 F. Supp. 951 (S.D. Cal. 1997).

Oregon House Bill 2560 (2021).