

## Governance

### Public Participation at Board Meetings and Petitions to the Board

At each regular and special open meeting, members of the public and SASED employees may comment to or ask questions of the Board, subject to reasonable constraints.

The individuals appearing before the Board are expected to follow these guidelines:

1. Complete the Request For Public Participation form 2:230-E and submit it to the Recording Secretary.
2. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chairperson.
3. Identify oneself and be brief. Ordinarily, comments shall be limited to 5 minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 5 minutes.
4. Observe the Board Chairperson's decision to shorten public comment to conserve time and give the maximum number of individuals an opportunity to speak.
5. Observe the Board Chairperson's decision to determine procedural matters regarding public participation not otherwise covered in Board policy.
6. Conduct oneself with respect and civility toward others and otherwise abide by Board policy, 8:30, *Visitors to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

The Board generally will not act on a proposal, suggestion, or request when first presented by a member of the public during a Board meeting. A response will be made to the member of the public after a proper evaluation of a proposal, suggestion, or request has been completed.

Personal charges or complaints against individual employees of SASED will not be accepted at a public meeting of either SASED Board. Such charges or complaints shall be presented to the Executive Director, preferably in writing. All such charges or complaints will be investigated by the Executive Director and as appropriate reported to the Board of Control.

LEGAL REF.: 5 ILCS 120/2.06.  
105 ILCS 5/10-6 and 5/10-16

CROSS REF.: 2:220 (Board Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on SASED Property)

ADOPTED: December 19, 2007

UPDATED: February 22, 2017