



## PUBLIC PARTICIPATION AT BOARD MEETINGS

Southeast Technical College Policy BEDH/STC

### 1. Purpose

Members of the public have the expressed right and are encouraged to attend meetings of the School Board to listen and observe the deliberations of its members. A Board meeting is a legislative session, a public input session, or a work session.

### 2. General Statement of Policy

#### **Legislative Session**

The purpose of a legislative session is to discuss, deliberate and, when appropriate, take action on issues presented to the Board by the Southeast Tech President or other Board members. In general, a Board meeting for legislative purposes is not an open hearing on a topic or issue. At a legislative session of the Board there are generally two opportunities to address the Board. The first opportunity is at the agenda item entitled *Persons Wishing to Address the School Board* and the second opportunity is for *Public Input on Agenda Items*. Some legislative sessions include a Public Hearing. This allows a third opportunity to address the Board.

#### **Persons Wishing to Address the School Board**

- This portion of the agenda is available for individuals wishing to address the Board about a Southeast Tech related subject.
- An individual wishing to address the Board on a Southeast Tech-related issue must sign up prior to the start of the meeting with the Southeast Tech President or designee and give their name, address, and topic about which the person wishes to speak.
- The speaker is limited to five minutes regardless of the number of subjects the person wishes to cover. If multiple individuals sign up to speak on the same topic that is not an agenda item, total testimony on the topic shall be limited to 15 minutes per side of the issue as determined by the Board President.

### **Public Hearing**

- Public hearings are required by State law and Board policy prior to certain actions (e.g. approval of the budget).
- Individual testimony shall be limited to three (3) minutes. At the discretion of the Board President, this limit can be extended.
- The public may address the Board without signing up prior to speaking.
- Each speaker must state their position in a clear, concise manner. The person may ask for clarification on an item. As appropriate, the Board President may authorize a Board member or the administration to clarify the issue.

### **Public Input Session**

Public input sessions are scheduled by the Board exclusively to receive information on a particular topic in an informal setting. Public input sessions are generally governed by the following guidelines:

- Individual testimony for all persons may be limited at the discretion of the Board President.
- The public may address the Board without signing up prior to speaking.
- Individuals are encouraged to ask questions and give suggestions during a public input session.
- These guidelines may be revised by the Board President to best fit the topic or purpose of the input session. The expectations of the public shall be explained at the beginning of each public input session.

### **Work Session**

Work sessions are public meetings at which the Board receives detailed information from the administration, other Board members, and invited guests.

An opportunity for public input shall be provided under the following guidelines:

- The opportunity to provide input shall be limited to addressing the Board regarding an item on the work session agenda, excluding committee reports;
- The public input period shall occur at the time indicated on the agenda;
- Individuals wishing to address the Board must sign up with the Southeast Tech President or designee prior to the beginning of the meeting. Each person wishing to speak must give his/her name, address, identify the work session agenda item and whether he or she will be speaking for or against the work session agenda item.
- Individual testimony shall be limited to three (3) minutes. At the discretion of the Board President, this limit can be extended.
- A maximum of six (6) minutes will be permitted per work session agenda topic. If more speakers sign up to speak to an issue than time is available, the Board President may prorate time accordingly or request the group to select two individuals to speak on the group's behalf.

### General Decorum for All Types of Meetings

- Anyone addressing the Board must give their name and address.
- The speaker may not give oral complaints regarding Southeast Tech personnel or personnel actions. Complaints regarding Southeast Tech personnel are to be addressed to the Southeast Tech President in private or in writing to the Southeast Tech President and Board members in accordance with Policy KEB/STC.
- The speaker may not offer personal attacks against any individual.
- The speaker may not give oral complaints identifying individual students. Complaints regarding individual students are to be addressed to the Southeast Tech in private or in writing to the Southeast Tech President and Board members in accordance with Policy KE/STC.
- The Board President, at their discretion, may request the administration or another Board member to respond to a person addressing the Board immediately following the input or may direct the administration to respond in writing.

If an individual does not follow the appropriate guidelines for speakers, he or she may be denied the privilege of speaking before the Board. Upon the first violation of the guidelines by an individual, such person's privilege of speaking may be suspended for the remainder of the Board meeting at which the violation occurs. If an individual violates the guidelines a second time, the person's privilege of speaking before the Board may be suspended for the remainder of that meeting and for the next Board meeting. If an individual violates the guidelines a third time, the length of the suspension may be at the discretion of the Board President, but may not exceed one year.

Notwithstanding the ability of the Board to suspend an individual's privilege to speak before the Board, that person may always communicate with the Board in writing.

### 3. Related Policies

KE/STC - Public Concerns and Complaints

KEA/STC - Public Concerns/Complaints about Policies

KEB/STC - Public Concerns/Complaints about Personnel

### 4. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

#### Legal References:

SDCL

1-25-1                      Official meetings open to the public— Exceptions-- Teleconferences--Violation as a misdemeanor

#### Board Approved:

Policy    Board Action    (formerly 9364)

adopted:                      05 .28 .68

amended:                      10 .25 .93                      27458.2d

amended:	02 .27 .95	27951
amended:	10 .28 .96	28634
amended:	01 .13 .03	33409
amended:	10 .24 .05	34245
amended:	06 .26 .06	34458
amended:	02 .26 .07	34655
amended:	09 .14 .09	35488
amended:	08 .12 .13	36693
amended:	07 .09 .18	38082
reviewed:	08 .13 .18	38110
reviewed:	01.02.19	ST00358
amended:	02.01.23	ST00700