



## Policy Governing Public Participation at Board Meetings

Henderson Collegiate, Inc. Board of Directors (the "board") meetings are conducted for the purpose of carrying on the official business of the school system. The public is cordially invited to attend board meetings to observe the board as it conducts its official business.

The board, as an elected representative body of the school system, also wishes to provide a forum for citizens to express interests and concerns related to the school system. In order that the board may conduct an orderly meeting while providing an opportunity for input, individuals or groups may be heard by the board in accordance with this policy.

### Requests to Place an Item on the Agenda

- In order that the board may fairly and adequately discharge its overall responsibility, citizens desiring an item to be placed on the agenda for a specific board meeting should direct written requests to the Executive Director at least ten working days prior to the meeting.
- The request should include:
  - (1) the name and address of the person or persons making the request;
  - (2) the organization or group, if any, represented; and
  - (3) a brief explanation of the nature of the item.
- Questions and/or materials to be presented to the board are to be submitted along with the request.
- The Executive Director shall confer with the chairperson of the board concerning whether to approve placing the requested item on the agenda and to determine the appropriate meeting for such discussion.
- The Executive Director, with the consent of the board chairperson, shall accept or deny a request for inclusion on the agenda for any reason determined appropriate by the Executive Director and chairperson.
- The Executive Director shall notify the requesting party of the response to the request.
- If the request is denied, the Executive Director shall explain any other processes available for addressing the concerns.
- At the meeting, the board may, by majority vote and notwithstanding prior denial by the Executive Director, add an item to the agenda before the agenda is adopted.
- After the agenda has been adopted, a two-thirds vote is required to add a new item to the agenda.
- The Executive Director shall establish the amount of time for individual or group presentations.



## Public Comment

Each month, a portion of at least one regularly scheduled board meeting will be presented as an opportunity for citizens who have followed the proper protocol (see above) to address the board through public comment.

Each speaker will receive three minutes to present comments; however, the public comment session will not exceed 30 minutes total except by majority vote of the board. Formal notification must be given to the Executive Director or Board Chairperson by any individual or group to indicate their desire to address the board at least 10 business days prior to the regularly scheduled board meeting. The Executive Director and chairperson will decide, together, the amount of time devoted to public comments.

Substitute speakers will not be permitted, and speakers may not donate any portion of their time to another speaker. If a speaker is unable to present all of his or her information within the specified time limit, the speaker may provide the board with the additional information in written form. If an unusually large number of people request to speak, a majority of the board may decide to reduce the time for each individual, or to require the designation of a spokesperson for each group of persons supporting or opposing the same positions. At any time, the board may establish additional procedures to ensure that public comment sessions proceed in an efficient and orderly manner.

Board members will not respond to individuals who address the board except to request clarification of points made by the presenter.

Except in cases of emergency, information received during presentations will not be acted upon at the time it is received. It will take unanimous vote of the board members present to take action on a presentation considered to be of an unusual or emergency nature at the time it is presented.

Disruptions by any person or persons of a public meeting will be subject to action in accordance with G.S. 143-318.17.

If the board does not hold a regular meeting during a month, the board will not provide a time for public comment at any other meeting held during that month, unless a majority of the board votes to allow public comment at the meeting or unless the purpose of the meeting is a public hearing.

**Legal References:** G.S. 143-318.10 and -318.17; 115C-36, -51



## Public Participation at Board Meetings

### Petitioner's Form

**Directions:** For consideration to be heard at a public meeting of the Henderson Collegiate Board of Directors, please complete and submit this form to the Executive Director at least ten days prior to the regularly scheduled public meeting.

**Date of Board Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_

**Name, address and telephone number of individual or organization wishing to appear before the Board:**

---

---

**Name, address and telephone number of representative spokesperson for the designated group:**

---

---

**Number of persons expected in the group:** \_\_\_\_\_

I agree to direct all comments and questions to the Chairman of the Henderson Collegiate Board of Directors and to refrain from personal attacks on Board members, staff, or other persons in attendance or absent. I also understand that discussion of matters that are currently under legal review will not be permitted.

---

**Signature of Petitioner**

---

**Date**

---

**Printed Name of Petitioner**

The regular monthly meeting of the Henderson Collegiate Board of Directors is held on the third Thursday of each month in the conference room of Henderson Collegiate Middle School, located at 1071 Old Epsom Rd. in Henderson, NC.