

# *Armada Area Schools*

## **Board of Education**

### **Public Participation Guidelines**

Meetings of the Armada Board of Education are open to the public. This does not imply that the meeting is a public meeting. It does mean that it is a meeting of a public body, held in public. Public concerns should first be referred to the proper school staff then an administrator/supervisor and finally the Superintendent prior to being referred to the Board.

**The Board of Education shall not permit complaints against school personnel to be expressed in the open meeting.** Such concerns should be submitted in writing to the Board and eventually aired in an open or closed session according to the wish of the person(s) involved and related statutes.

**Citizens wishing to speak on any agenda item must complete a “Public Input” form and submit it to the secretary prior to the official start of the meeting.** When called upon by the President during the public input portion of the meeting, presenters must state their name and indicate which agenda item(s) they wish to address. Individuals are limited to 3 minutes. When addressing the Board of Education regarding matters not on the agenda (in order to investigate or provide proper information) a 24-hour notice must be given by contacting the Superintendent’s office and registering the presenter’s name and nature of the comments.

After all public participation has taken place, items will then be referred to the Board of Education and all public participation will cease.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.