



# Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

## PUBLIC PARTICIPATION GUIDELINES FOR SCHOOL BOARD MEETINGS

The Board of Education welcomes public/community input and comments. To provide for full and open communication between the public and the Board of Education, a specifically designated time will be set aside for public comments to be heard at regular open session meetings of the Board of Education.

A person wishing to address an item on the regular open session agenda must complete a request form. Forms are available at the District Education Center, on the District website ([www.plattecountyschooldistrict.com](http://www.plattecountyschooldistrict.com)), in Electronic School Board (school board meeting software) at <https://plattepublic.ic-board.com>, or by emailing the Board Secretary, Vicki Diggs, at [diggsv@platteco.k12.mo.us](mailto:diggsv@platteco.k12.mo.us).

Upon the publication of the regular open session agenda (generally on the Monday prior to the regular open session meeting), request forms should be completed and returned to the Board Secretary, Vicki Diggs, via email at [diggsv@platteco.k12.mo.us](mailto:diggsv@platteco.k12.mo.us) prior to 12:00 pm (noon) on the day of the regular open session meeting.

Any person addressing the Board during the public participation portion of the regular open session meeting will adhere to the following guidelines:

- Person(s) wishing to address the Board must speak on an agenda item and denote such on this form.
- Person(s) may speak only once and will be limited to three (3) minutes.
- Person(s) who sign up in accordance with the guidelines herein may address the Board.
- The Board of Education may refuse to address an issue that has not gone through the appropriate grievance procedures.
- If applicable, the Board President may direct the Superintendent (or other executive administrator) to follow-up within one (1) week regarding any questions or comments brought before the Board.
- Issues involving students or personnel will not be discussed in open session due to legal restrictions. Comments and concerns can be submitted in writing. Requests to discuss personnel or student issues in executive/closed session must be submitted in writing to the Superintendent seven (7) business days prior to the Board meeting. Please specify the desire to be heard in closed session.
- The Board of Education would like to remind all speakers that they are liable for any defamatory comments made during the public comment portion of the meeting. Comments should be presented in a courteous, respectful, and appropriate manner so the Board may use the information provided to make quality, informed decisions that are in the best interest of the District.

During the regular open session meeting, the Board Secretary will introduce each speaker and the individual will approach the podium before making any comments. Once the speaker begins, a timer will be set for three (3) minutes. Any speaker extending comment beyond the time allowed will be advised that the time has expired and requested to close comments.

## PUBLIC PARTICIPATION REQUEST FORM

I have read and understand the Public Participation Guidelines outlined above and provide the following information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home or Cell Phone: \_\_\_\_\_

Request to Speak on Agenda Item Number/Description: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_