

BOARD OF TRUSTEES MEETING PROTOCOL FOR PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Trustees of Notre Dame Schools encourages current families and alumni to attend its open sessions so that they may become better acquainted with the operation and programs of the schools, and so the Board may have the opportunity to hear the wishes and ideas of various constituents.

The Board has adopted as policy the procedures found below to ensure that Board meetings are conducted properly and efficiently while still providing those individuals who wish to appear before the Board an opportunity to be heard.

Open Forum:

- A. Any individual desiring to speak shall give his/her name; address; the group, if any, that is represented; and the specific agenda item they wish to address.
- B. The presentation should be as brief as possible. Unless an extension of time is granted, a speaker shall be limited to three minutes.
- C. Written and oral communications not scheduled on the agenda may be presented, but the Board cannot confer on these communications if they relate to personnel or policy. If any Board action is required, the item must be scheduled for a subsequent agenda.
- C. Speakers may offer such objective criticisms of school operations and programs as concern them. In Public session, the Board will not hear personal complaints of school personnel nor against any person connected with the school system.

It should be noted that certain Board of Trustee meetings are open to the public, however, they are not considered public forums. Undue interruptions or interference with the orderly conduct of Board of Trustee business cannot be allowed. The Board vests in its president, or other presiding officers, authority to terminate the remarks of any individual when they do not adhere to the rules established above. The presiding officer may terminate the speaker's privilege to speak if, after being called to order, the speaker persists in improper conduct or remarks.

The Board's function is to make decisions, time spent answering routine questions or criticisms takes away from business. If a constituent has a question about the operation of the schools, the constituent is encouraged to first contact the teacher or administrator closest to the situation. Experience has shown that this is the best procedure. The questioner receives a response directly, and the Board is freed to consider its deliberations in a more expedient manner.

Board Action

No one person, or group of persons, acts in the name of the Board. When an item of business comes before the Board in the form of a motion, it is necessary that a majority of votes be cast in favor of the motion for the Board to act. Members of the Board are without authority to act independently as individual Board members, therefore answers must be deferred pending consideration by the full Board.

We hope that the above information is helpful in briefly explaining the basic operational procedures of the Board of Trustees. We encourage you to attend future open meetings of the Board, and we appreciate your continued interest and support of your schools. It is your support and involvement that drives the improvement and expansion of educational opportunities.