

**BOARD OF TRUSTEES  
CARSON CITY SCHOOL DISTRICT**

**BYLAW No. R-060.1  
MEETINGS**

**PROCEDURE FOR ADDRESSING THE BOARD**

School board meetings follow a standard agenda as provided in Board Policy No. 060. The board encourages active public participation in school board meetings and will provide an opportunity for interested individuals to speak to items on the agenda or to have a hearing on appropriate matters. The following procedures should be followed in addressing the board:

1. To speak to an item on the agenda: Forms will be available at each school board meeting to provide for formal participation in the board meeting. Persons who wish to speak to items on the agenda should complete the appropriate form and give it to the board secretary. The individual's name will be placed under that agenda item and that person will be called upon when the subject comes up for discussion.
2. To speak to an item not on the agenda: The same form indicated in item #1 should be completed and given to the board secretary. The individual's name will be placed under the agenda item entitled "Public Comment." No action will be taken by the board on any item brought up during public comment. If action is desired, the subject should be placed on the agenda of a regular meeting.
3. Procedures for addressing the board: No person should speak for more than five minutes, unless the time is waived by the majority of the board members present. When there are a large number of speakers to be heard, the board may shorten the time. The presiding officer may terminate the speaker's privilege of address if, after being called to order, he persists in improper conduct or remarks. Members of the board and the superintendent may interrogate a speaker or make comments to the speaker's remarks.

The board president, at his discretion, may permit members of the audience to comment upon certain items without going through the process of filling out the forms. This privilege may be granted to provide adequate opportunity for public input in regard to school district matters.

At a public meeting of the board, no person shall orally initiate charges or complaints against individual employees of the district, or challenge instructional materials used. All such charges, complaints or challenges shall be presented to the superintendent in writing, signed by the complainant.

Adopted: April 15, 1981  
Revised: November 12, 2002