

**POLICY 1036
PUBLIC PARTICIPATION**

Patrons may speak to the Board on any item on the agenda of a board meeting or on other items of concern to the school district, provided s/he has completed and signed an “Intent to Address the Board” card specifically identifying the subject matter of the concern and properly filed it with the president of the Board or the clerk of the Board. “Intent to Address the Board” cards are available on the school district’s website as follows:

<http://documents.topekapublicschools.net/board/IntentToAddressTheBOE.pdf>

The form may also be picked up at the Clerk’s office at the McKinley L. Burnett Administrative Center, 624 SW 24th Street, Topeka, Kansas. Cards must be received by the clerk of the Board no later than 6:30 p.m. on the date of the meeting. Each patron will be limited to one appearance not to exceed three (3) minutes in duration. Patrons may not defer their time to another patron. Patrons will appear on a first-come, first-served basis. Public communications shall be respectful. Failure to observe the requirements of this policy may result in loss of the privilege to address the Board.

Public communications will be limited to a cumulative total of 30 minutes, unless the time period is extended by the board. Failure to observe the requirements of this policy may result in loss of the privilege to address the Board. In the event the Board believes that the normal flow of business is being unnecessarily delayed, it may waive public participation by majority vote.

Allegations or complaints against individual employees will not be allowed at an open public meeting. Allegations or complaints against individual employees must be presented in writing to the superintendent and must be signed by the individual or organization submitting the comments. Allegations or complaints against the superintendent must be presented in writing to the president or clerk of the Board of Education.

Adopted: 12/02/10

Revised: 11/17/16