

## **JPS Rules for Public Participation**

The Board of Education of the Jenison Public School District has adopted the following rules for public participation at school board meetings. The agenda for both regular and special meetings includes a designated time for public comment.

1. The public participation portion of the meeting is limited to one-half hour, but the timeframe will be extended, if necessary, so that no one's right to address the Board will be denied.
2. Each person will be allowed to speak for up to three minutes, except where the number of speakers exceeds the one-half hour total time limit. In those instances, the President may either reduce the three-minute limit for each speaker and/or the Board President may waive the half-hour time limit.
3. Each person wishing to address the Board of Education will be asked to identify him or herself by name and address on the designated sign-up sheet or Google Form prior to the start of the meeting. If the person represents an organization or group, the person should indicate whether the comments or presentation represent the official view of the organization or group.
4. All written statements should be given to the Secretary of the Board of Education so that copies may be made available to members of the Board. All written statements and documents presented by an individual or group to the Board of Education during the meeting are considered public documents and will be kept as such records.
5. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by public comments. The public participation portion of the meeting cannot be used to make personal attacks against a school board member or school district employee that disrupt the order of the meeting. Additionally, public comment should be limited to matters pertaining to the Jenison School District and should not attempt to answer, respond or reply back to another audience member. Speakers should be aware that if statements violate the rights of others under the law of defamation or invasion of privacy, such comments may result in legal liability.
6. To ensure due process and respect for individual rights, the District maintains a formal process for handling complaints against individuals and is explained in Board Policy #7005 and Administrative Regulations #7005. A problem involving an individual or specific incident should first be handled through administrative channels. For assistance, please contact the superintendent's office.
7. Board of Education members are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such issues will be referred to the Superintendent for investigation, study, and recommendation or designated as future agenda items for Board of Education consideration.