

B9358.3

ST. LOUIS BOARD OF EDUCATION BYLAWS

BYLAWS OF THE BOARD

METHODS OF OPERATION

Meetings - Meeting Conduct

Public Participation at Meetings

I. PURPOSE

1. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the need to conduct orderly and efficient proceedings while maintaining the opportunity to express all participants' respective views.
2. The school board will strive to give people related to the school district an opportunity to be heard and have complaints considered and evaluated within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions.
3. The purpose of this by-law is to provide procedures that allow the public to participate in open and orderly public comment while protecting the due process and privacy rights of individuals under the law.
4. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly. The school board reserves the right to suspend public comment if necessary by the Board of Education to ensure orderly and efficient conduct of school board meetings.

II. GENERAL STATEMENT OF PURPOSE

1. The school board's goal is to encourage participation in subjects related to the school district's management at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public participation within board meetings but encourage participation with individual board members outside of the formal school board meeting time to facilitate free discussion by all interested parties.
2. As a matter of policy and law, the school board shall protect the legal rights to privacy and due process of employees and students.

III. RIGHTS TO PRIVACY

School district employees have a legal right to privacy related to personnel matters that may come before the school board.

1. School district students have a legal right to privacy related to matters which may come before the school board.

2. Individuals speaking during public comment shall refrain from identifying school employees and/or students by name, title, and/or location. All comments and/or complaints relating to a specific employee and/or student shall be submitted in writing to the President.

IV. Procedures

Agenda Items

District stakeholders may place items on the agenda of a regularly scheduled board meeting as outlined in this policy. The agenda items must be directly related to the governance or operation of the District. Unless the board president grants an exception, the Board will not hear stakeholder-initiated agenda items at meetings other than the Board's regularly scheduled business meeting. Stakeholders who wish to place an item on the agenda must first meet with the superintendent and Board representatives or their designee to attempt to resolve the issue unless the superintendent, Board, or designee waives such a meeting. The meeting will occur within 30 business days of the superintendent, Board representatives, or designee receiving a written request to meet. If the meeting is not scheduled within 30 business days or the stakeholder is not satisfied with the Meeting's outcome, the stakeholder may submit a written request to the board secretary to add the item to the board agenda.

The board secretary will include the item on the next regularly scheduled board meeting's agenda, subject to the rules listed below, if the stakeholder submits the request to the board secretary at least five days before the meeting. Otherwise, the board secretary will place the item on the agenda for the subsequent regularly scheduled meeting.

Rules

1. The Board may move an agenda item to a different meeting with the stakeholder's consent.
2. The Board may refuse to hear or delay hearing an agenda item if:
 - The Board has heard an identical or substantially similar agenda item in the previous three calendar months or
 - The resident has previously violated District rules regarding meeting conduct or on District property.
3. The Board may delay the hearing of a requested item if more than three stakeholder-initiated agenda items are scheduled for the same meeting. The delayed agenda item will be moved to the next regularly scheduled meeting. If a stakeholder's item is delayed for this reason, the stakeholder will be provided an alternate method of communication with the Board, such as submitting written comments.
4. The board president will decide whether to delay or refuse an agenda item and communicate that decision to the resident and the other board members. Board members who disagree with the decision may express their concerns to the board president, request that the agenda item be added, request that

a special meeting be called, or make a motion at a meeting for the item to be included in a future meeting's agenda.

5. The Board will place the agenda item in open or closed sessions in accordance with law and District policy.

6. The superintendent or designee may invite District staff or other relevant persons to be present during the agenda item discussion to address the item and answer questions.

7. The Board will allow the stakeholders five minutes to present their issue to the Board unless the board president allows more time for the discussion.

8. Only resident(s) who met with or requested to meet with the superintendent or designee will be allowed to speak during this time.

9. Board members may ask the stakeholder questions, seek additional information from the superintendent or designee, or discuss the topic.

10. The Board may allow a stakeholder additional time to speak upon the motion and vote of the Board.

11. Any board member who wishes to devote more time to an agenda item may make a motion to put the item on the agenda for another meeting, which the Board will vote on.

12. The Board may discuss the public business content of presented agenda items, but it is optional to decide any general business matter or formulate any public policy because of the discussion.

Public Hearings

From time to time, the Board will schedule a public hearing to receive input on matters of community concern, such as setting the District's tax rate. The District will provide notice of these hearings as required by law and as determined necessary to inform the public.

Public Comment

The Board encourages residents to utilize the process for placing items on the agenda. To ensure the business of the District is completed, the only items presented by the public will be those that have completed the Agenda Item's process.

The school board shall typically provide a specific period when citizens may address the school board on any topic, subject to the policy's limitations. The school board reserved the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and be allowed to attend these meetings, but the public will not be allotted time to address the Board during the meeting.

1. People who wish to address the school board must sign in and provide their name, address, phone number, or email address and the subject of their comment.
2. Community organizations, parent groups, not-for-profits, and/or other public speakers who are aligned in their public comments or speaking collectively on the same subject, must identify the organization they represent by name, address, and contact information. To ensure that all members of the public are granted an opportunity to address the Board of Education within the forty-five (45) minute public comment period, community organizations and other aligned groups may be asked to identify a speaker to present the comments on behalf of the group or organization.
3. The school board president will recognize one speaker at a time and rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Each speaker will be given up to three minutes, with time extended to six minutes if translation is necessary. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave. These comments will occur during the public comment section of the board agenda.
4. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
5. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose other limitations and opportunities for those present to be heard.

Informal Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1 of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints that are unresolved at the superintendent's level may only be brought before the school board by notifying the school board in writing.
5. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

Plan Evaluation and Revision

The board and engagement activity participants will review this plan annually. The plan may be revisited more frequently at the request of the Board or community members.

References

cf: Board Policy P8354

Bylaw adopted: July 10, 1990

Revised: February 9, 1999

Revised: February 22, 2000

Revised: October 10, 2006

Revised: December 10, 2019

Revised: July 24, 2023

References MSBA KC, BBDH ref. RSMO 162.058(2022)