CITIZEN PARTICIPATION BEDH

All regular and special meetings of the Executive Board shall be open to the public, except for Executive (closed) Sessions. The Executive Board, the elected representative body of Windsor Charter Academy, will provide opportunities for citizen communication related to matters under consideration. The public is invited to attend and participate in Executive Board meetings as set forth below.

The intent of this policy is allow a fair and adequate opportunity for citizen participation, to provide adequate time for the Executive Board to obtain necessary information on subjects being discussed, and to ensure that the time allowed for public discussion does not interfere with the fulfillment of the scheduled agenda.

Board meetings are conducted for the purpose of carrying on the official business of the School. They are not public forum meetings, but are meetings which are held for the conduct of business in public. The minutes of each public meeting record the actions taken and show how the Executive Board voted on each item presented for action. Minutes are available to the public during normal business hours in the main office of the School and may be posted on the School website.

Orderly conduct of a meeting does not permit spontaneous discussion from the audience or among Board members. Public participation shall be limited to time periods designated on the meeting agenda.

All citizen communications to the Executive Board should be addressed to the Board President or Board Secretary in writing at least ten days prior to the scheduled meeting. The President and/or Secretary may add the item to the agenda at their discretion.

Copies of the agenda will be posted in the School main office and on the School website. Any additional information on an agenda item may be requested from the Board President or the Board Secretary.

The following shall guide public participation at meetings:

1. Members of the public may address the Board during citizen and staff participation at the beginning of the agenda or before a specific item on the agenda. A request to address the Board may be made by filling out an information card available from the Secretary before the start of the meeting. These cards will be used by the Board President to call on speakers.

2. Time for public comment is limited. The Board President may organize public comment by issue or by those “for” or “against” a specific issue. When there are a number of people requesting to speak on a specific issue, speakers will be asked to limit their comments to allow for as many as possible to speak within the time allotted; priority may be given to speakers who have not addressed the Board before on a specific issue.

3. The Executive Board is interested in the ideas and opinions of the public. All speakers must identify themselves as they begin talking. Speakers are to address

the Board President and may direct questions or comments to particular Board members or the Principal or Finance Director only with approval of the President.

4. Members of the Board will not normally comment on public statements or engage in a dialogue with the audience during the meeting and they are expected to refrain from arguing or debating issues. Questions must be addressed through the President.

5. Complaints regarding an employee of the School must be addressed pursuant to WCA Policies and Procedures.

6. In order to avoid disruption of the Board meeting, members of the audience are requested to turn off all cell phones, pagers, and other electric devices.

Adopted by WCA: May 2001
Revised: September 2010