

**CAPITAL AREA
SCHOOL FOR THE
ARTS CHARTER
SCHOOL (CASA
CHARTER SCHOOL)**

SECTION: COMMUNITY

**TITLE: PUBLIC PARTICIPATION IN
BOARD MEETINGS**

ADOPTED:

7/8/2013

REVISED:

903. PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Trustees of Capital Area School for the Arts Charter School (“Charter School”) recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board Meetings. The Board also recognizes its responsibility for proper governance of the Charter School and the need to conduct its business in an orderly and efficient manner.

In order to permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for public participants to comment on matters of concern, official action or deliberation before the Board prior to official action by the Board.

To ensure that all individuals attending public meetings of the Charter School have the opportunity to observe the meeting and hear those participants who wish to address the Board, all members of the public attending all meetings shall be expected to: turn off or silence all cell phone, pagers, and other electronic devices; know that it is unlawful to disrupt public meetings and that individuals who do so may be prosecuted; and understand that the presiding officer may instruct that an individual be removed if he/she determines that they are disrupting the meeting.

Any member of the public may address the Charter School’s Board of Trustees at a formally scheduled public Board Meeting in accordance with the procedures and limitations of this policy.

In order that the Board may fairly and adequately discharge its overall responsibility, all citizens who wish to participate in a public Board meeting shall register their intent with the Board Secretary, or other designated Board member, prior to the start of the meeting and shall include the name and address of the participant, topic to be addressed and group affiliation, if applicable. Anyone who has not contacted the Board Secretary may be recognized at the discretion of the presiding officer.

Requests to participate can be made via first class mail, e-mail or facsimile to:

Board Secretary
Capital Area School for the Arts Charter School
150 Strawberry Square
Harrisburg, PA 17101
e-mail:
fax: (717)732-8451

The following guidelines shall be followed for persons or groups wishing to make statements to the Board at any meeting:

1. Participants must first be recognized by the presiding officer and must preface their comments by an announcement of name, address and group affiliation, if applicable;
2. The Board reserves the right to postpone a reply until it has had time for appropriate deliberation and preparation of a response (this will usually be made at the next meeting);
3. If questions or problems relate to issues of a personal nature, i.e. complaints about the conduct or performance of a particular Charter School employee, the Board may direct that such issues be discussed with the Principal or may go into executive session to receive presentations;
4. Visitors at Board meetings shall not, without prior arrangements, enter into discussion of matters being deliberated by the Board during the course of the business meeting unless recognized and given permission by the presiding officer;
5. The agenda of Board meetings shall include opportunity for participants, without prior arrangements, to address the Board on any matter prior to the Board taking official action and at the conclusion of the business meeting;
6. Presentations to the board shall be limited to a duration of two (2) minutes unless prior arrangements have been made and an extension of time has been granted. The presiding officer may extend the time limits at his/her discretion;
7. Remarks on behalf of an organization or group may be presented through only one (1) speaker at each meeting, but additional representatives of the organization or group may submit written remarks to be included in the minutes of the meeting;

	<p>8. There shall be a limit of six (6) speakers on the same side of an issue, but the Board may, at its discretion, hold a special Board meeting or permit more than six (6) speakers on an issue;</p> <p>9. Comments on agenda items and other public comments shall be directed to the presiding officer;</p> <p>10. Members of the public shall not be permitted to participate in debate regarding issues before the Board nor to question school staff regarding Board and administrative issues and procedures during meetings of the Board unless permitted by the presiding officer;</p> <p>11. The presiding officer shall maintain control of all meetings and may terminate a participant's statement when it has exceeded the time limits or when it is personally directed, abusive, obscene or, in the opinion of the presiding officer, not relevant; and</p> <p>12. Persons refusing to follow the guidelines of the Board are subject to removal.</p> <p>If the Board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.</p> <p>The presiding officer at each public Board meeting shall follow Board policy for the conduct of public meetings. When his/her ruling is disputed, it may be overruled by a majority of those Board members present and voting.</p> <p>The presiding officer may:</p> <ol style="list-style-type: none">1. Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive obscene, or irrelevant;2. Request any individual to leave the meeting when that person does not observe reasonable decorum; and3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting. <p>Any person attending a meeting of the Board shall have the right to use electronic recording devices under the following rules:</p> <ol style="list-style-type: none">1. No auxiliary lighting will be permitted.2. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay sessions of the Board.
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3. Audio and video recording devices can be used from an individual's seat or from a location designated by the presiding Board officer.

4. An individual's right to record will be forfeited if there is an interference with the ability of others to observe the proceedings and all reasonable efforts have been made to attempt to correct the problem.

5. All taping shall begin when the meeting is called to order and termination of taping shall be at the time of adjournment.

6. Videotaping shall only be the proceedings and content of the meeting, and not attendees or otherwise.

No placards or banners will be permitted within the meeting room.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE
CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR
APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE
AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**