PROCEDURES FOR PUBLIC PARTICIPATION IN BOARD MEETINGS

A member of the public wanting to participate in public comments and questions at regular Board meetings in accordance with Board Policy BEDH, shall adhere to the following procedures. Such person is hereinafter referred to as a “speaker”.

The purpose of these procedures is to clarify and encourage public participation in-person or by electronic means during the “Public Comment” order of business at regular meetings as specified in Board Policy BEDB.

Procedures for In-Person Public Participation at Regular Meetings

Speakers wanting to participate in-person at regular meetings should complete the sign-up form available with the Secretary to the Board on the day of but prior to the start of the regular meeting. Speakers must provide their full name, city of residence, indicate if they are a Thompson School District student, and state the general topic about which they plan to speak.

Procedures for Electronic Public Participation at Regular Meetings

Speakers wanting to participate at regular meetings by electronic means should call (970) 613-6776 beginning at 7 a.m. and concluding at 3 p.m. on the day of the scheduled regular meeting and leave a pre-recorded message. On the recorded message, speakers shall state their full name, city of residence, indicate if they are a Thompson School District student, and state the general topic about which they plan to speak. Speakers shall provide a method of contact, i.e. phone number or email at the conclusion of the recorded message. The speaker’s recorded message shall not exceed three (3) minutes in length. A speaker may only record one message for consideration to be played at the next scheduled regular meeting.

The Secretary to the Board of Education will review all pre-recorded messages to verify compliance with Policy BEDH, these procedures and the Board’s public participation statement. The Secretary to the Board of Education will cut any recorded message that unreasonably exceeds the allotted three (3) minutes at the most logical break in the speaker’s message. Recorded messages that otherwise do not conform to the requirements of Policy BEDH and these procedures will be disregarded and deleted and the Secretary to the Board of Education will notify the speaker of such. Only pre-recorded voice messages saved to the mailbox associated with the telephone number stated above prior to the expiration of the deadline established herein that comply with Policy BEDH and these procedures will be played during the time reserved for Public Comment order of business at the next scheduled regular meeting.

Members of the public who do not have the requisite technology to access a Board meeting online may contact the Secretary of the Board of Education by phone at (970) 613-5013 in advance of the regularly scheduled meeting to request appropriate accommodations.

Guidelines for Participation at Regular Meetings

All speakers shall comply with the requirements of Board Policy BEDH and the Board’s public participation statement guidelines, whether participating in-person or by electronic means, including the following:
**Priority Order of Speakers**

The Board values the participation of students and acknowledges that the timing of regular meetings may not be conducive to student participation. As such, students of Thompson School District will be given priority in the order of speakers who sign up to participate in the regular meeting. All speakers who are District students will be scheduled to speak first, then all other speakers. Student speakers will be prioritized in the order in which the student speaker signed up to speak.

**Orderly Conduct**

- Speakers are responsible for their own speech.
- Speakers’ remarks should be suitable for an audience that includes kindergarten through twelfth grade students.
- Interruption or other interference with the orderly conduct of Board business by a speaker and/or audience member(s) will not be allowed.
- Any person who disturbs order may be required to leave the meeting.

**Time Limit for Speakers**

- No person should speak for more than three minutes.
- When a large number of speakers request permission to speak at the regular meeting, the Board may equally shorten the time limit for each speaker.
- When a large number of speakers request permission to speak at the regular meeting, the Board president may limit the amount of time for Public Comment at the start of the regular meeting and move the remaining speakers or a group of speakers speaking on a similar topic to the end of the regular meeting.

Recordings of the meetings are accessible to the public and will be aired on YouTube within 24 hours of the conclusion of the scheduled meeting.

Adopted April 15, 2020
Revised January 19, 2022

Legal ref.:  C.R.S. § 22-32-108(7)(a) (allowing board members to attend and participate in meetings by electronic means)
            C.R.S. § 24-6-401 et seq. (open meetings law)

Cross refs.:  BDB, Agenda Format
              KE, Public Complaints
              BEAA, Electronic Participation by School Board Meetings