The purpose of these procedures is to clarify and encourage public participation by electronic means during regular Board meetings when such meetings are hosted online and attended electronically by Board members or in the event that the Administration building is closed to the public. In such circumstances, a member of the public desiring to view Board meetings held by electronic means may do so by accessing the link that will be provided in the notice of any 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. Recordings of meetings that are accessible to the public will be aired on YouTube within twenty-four hours of a scheduled meeting.

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

Beginning at 7 a.m. and concluding at 3 p.m. on the day of the scheduled regular Board meeting, a speaker shall call (970) 613-6776, state his or her full name, address, and the topic of the speaker’s message. Please provide a method of contact, i.e. phone number or email at the conclusion of the message. The speaker shall then record a message not to exceed three (3) minutes in length. A speaker may only record one message for consideration to be played at the next scheduled regular Board meeting.

The nature and subject matter of recorded messages shall comply with the requirements of Board Policy BEDH and the Board’s public participation statement, including the following:

- Speakers are responsible for their own speech;
- Speakers’ remarks should be suitable for an audience that includes kindergarten through twelfth grade students; and
- Profanity, yelling, fighting words, defamatory or abusive remarks or derogatory language is out of order and shall not be tolerated.

The Secretary to the Board of Education will review all saved recorded messages to verify compliance with Policy BEDH and these procedures. 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 brief comments and questions from the public at the next scheduled regular Board meeting.

Adopted April 15, 2020
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.: BEDB, Agenda Format
KE, Public Complaints
BEAA, Electronic Participation by School Board Meetings