

SECTION 2 - BOARD OF EDUCATION

**2:230 Public Participation at Board of Education Meetings,
Petitions to the Board and Request to Place Item on Agenda**

Public Participation at Board of Education Meeting

During each regular and special open meeting of the Board of Education or Board Committee, members of the public and District employees may comment to or ask questions of the Board (*public participation*), subject to the reasonable constraints established and recorded in this policy's guidelines below.^{c1} The Board listens to comments or questions during public participation; responses to comments to or questions of the Board are most often managed through policy 3:30, *Chain of Command*.

To preserve sufficient time for the Board to conduct its business, any person appearing before the Board is expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President. This includes following the directives of the Board President to maintain order and decorum for all.
2. Use a sign-in sheet, if requested.
3. Identify oneself and be brief. Ordinarily, comments shall be limited to three ⁵^{c2} minutes. In unusual extenuating circumstances, e.g., to accommodate a person's disability or language interpreter, and when an individual has made a request in advance to speak for a longer period of time, the Board President may allow a person to speak for more than three ⁵ minutes. If multiple individuals wish to address the Board on the same subject, the group is encouraged to appoint a spokesperson.
4. Observe, when necessary and appropriate, the Board President's authority to:
 - a. Shorten public comment to conserve time and give the maximum number of individuals an opportunity to speak; and/or
 - b. Determine procedural matters regarding public participation not otherwise covered in Board policy.
5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy, 8:30, *Visitors to and Conduct on School Property*. Presentation shall be in consonance with good taste and decorum befitting the occasion and dignity of the assembly.

6. Decisions concerning matters presented will be made at a subsequent meeting of the board unless all members are present and all members agree that a decision should be made immediately.
7. Subject matter dealing with matters of personnel will be presented in executive session.
8. Subject matter, other than that dealing with the formation of policy, will be referred to the superintendent for proper handling.

Petitions to the Board

Petitions or written correspondence to the Board shall be presented to the Board of Education at the next regularly scheduled Board meeting.

Request to Place Item on Agenda

Persons other than school officials wishing to place an item on the agenda of a meeting of the board of education must complete a request form and submit it to the superintendent at least five (5) school days prior to the date of the meeting. Such persons are subject to the following rules:

1. Presentations shall be limited to fifteen (15) minutes;
2. Subject matter other than that dealing with policy issues will be referred to the superintendent for proper handling;
3. Subject matter dealing with matters of personnel will be discussed in executive session;
4. Presentations shall be in consonance with good taste and decorum befitting the occasion and dignity of the assembly;
5. A typed copy or outline of the presentation must be attached to the request form when submitted to the secretary of the board; and
6. Decisions concerning issues presented shall be made at a subsequent meeting of the board unless all members are present and all members agree that a decision should be made immediately.

LEGAL REF.:

105 ILCS 5/10-6 and 5/10-16.

5 ILCS 120/2.06, Open Meetings Act.

I.A. Rana Enterprises, Inc. v. City of Aurora, 630 F.Supp.2d 912 (N.D.Ill. 2009).

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: April 10, 2007

REVISED: January 10, 2011; June 13, 2022

REVIEWED: August 12, 2019

United Township HSD 30

PRESSPlus Comments

- C1 Updated in response to a five-year review. **Issue 122, June 2026**

- C2 A three-minute time limit is suggested, based on the practice of many boards. Time limits for any one person to address the Board during public participation may be adjusted up, but consult the board attorney before setting time limits below three minutes. Based upon I.A. Rana Enterprises, Inc. v. City of Aurora, 630 F.Supp.2d 912 (N.D.Ill. 2009), many attorneys agree that speaker time limits should be a minimum of three minutes per person, but some public bodies have successfully implemented two minutes per person. **Issue 122, June 2026**