

**ACTION PRIOR TO PLACEMENT ON THE AGENDA**

Prior to requesting placement on the agenda of the Board of Trustees meeting, concerns should be handled on the following manner:

- 1) If the concern involves a staff member, a conference with the staff member should be arranged to communicate and attempt to resolve the concern(s)
- 2) If the concern is not resolved, the administration should be contacted to attempt resolution of the concern.
- 3) If neither of these contacts resolves the concern(s), a request to appear before the Board of Trustees may be initiated.

**REQUEST FOR PLACEMENT ON THE AGENDA**

In order to request placement on the agenda of the Board of Trustees meeting, the request should be made to the superintendent of schools, who serves as the chief executive officers of the Board or to the Chairman of the Board. If possible, the request should be given at least five days prior to the next regular meeting of the Board. The request should detail the purpose of the proposed presentation.

**DECORUM DURING PRESENTATION**

During the presentation to the Board of Trustees, the following decorum should be used:

1. Persons addressing the Board should limit their oral presentation to the time limit agreed upon before hand with the superintendent and Board chairperson.
2. All oral statements in such presentations is under the direction of the Board chairperson.
3. Once recognized by the Board, the person should confine his or her remarks to the subject announced.
4. The Board chairperson will determine when full and complete information has been given.
5. The Board of Trustees reserves the right to terminate the presentation at any time the Board determines the conduct of orderly business is no longer possible.
6. No use of specific names nor accusations are to be made in open session.

7. A minor student who wishes to address the board should be accompanied by his or her parent(s) or guardian.



LEGAL REFERENCE: IC 33-512 , 67-2345, Board Action

ADOPTED: 9/19/77

AMENDED: 1/13/86, 12/9/2002

REVIEWED: 4/10/2000