

OPEN FORUM

Citizens are encouraged to present their concerns to the Superintendent prior to addressing the Board so that their concerns can be resolved as quickly as possible.

However, citizens who wish to present to the Board any matter which relates to the School District may do so during the Open Forum session at each regular Board meeting.

Citizens must complete an Open Forum Request Form and deliver it to the Superintendent prior to the beginning of the regular Board meeting, preferably by 4:00 pm on the day of the meeting. Forms are available on the school's website (www.willowlake.k12.sd.us) and in the Superintendent's Office.

The Superintendent and Board President reserve the right to deny any request for specific reasons. If a request is denied, the Superintendent will contact the person who filled out the form and the reason for denial will be given. A letter indicating the reason for the denial will also be sent to the person that filled out the form. Incomplete request forms will be denied.

Groups of people that wish to address the Board on the same issue shall designate one speaker and have that person represent the group during Open Forum.

The following rules will govern the Open Forum portion of the meeting:

1. The Open Forum portion of the meeting will take no longer than 30 minutes.
2. Each speaker will be given 3 minutes to speak. This may be extended to 5 minutes depending on the amount of requests received. Time cannot be accrued from other speakers.
3. The speaker may only address the Board on matters relating to the District.
4. Individual students will not be discussed during Open Forum.
5. Individual personnel will not be discussed during Open Forum.
6. At any time, the Board President or Superintendent can stop a speaker if the speaker engages in inappropriate discussion.
7. The speaker must wait until he/she is acknowledged by the Board President before speaking.
8. The speaker and Board will not use profane or vulgar language.
9. The speaker and Board will not engage in making personal attacks.
10. Board Members will listen to the comments made during Open Forum. The Board may ask clarifying questions during the speaker's time.
11. Responses from the Board will be limited to correcting misstatements of facts, referring the speaker to applicable Board policies, or referring the speaker to appropriate administrative staff members.
12. No items will be added to the meeting agenda as a result of Open Forum. Items may be placed on the next Board agenda at the discretion of the Superintendent and Board President.

On a final note, it is important for the citizens to know that Open Forum is not set up as a process for two-way dialogue or interactive discussion with the Board. Any person that needs a quick response to a concern or question should contact the Superintendent directly.

OPEN FORUM REQUEST FORM

Name of Speaker: _____

Name of Other Concerned Citizens (if Speaker is Representative for a Group): _____

Speaker's Phone Number(s): _____

Speaker's Email Address: _____

Date of Board Meeting You Would Like to Speak at: _____

Topic of Discussion Speaker Would Like to Address: _____

Signature of Speaker

Office Use Only:

Date and Time Received in the Superintendent's Office: _____

Received By: _____