

The Center for Creativity, Innovation and Discovery

CCID Governing Board Meeting Protocol Policy

Public Comment Guidelines

1. The general public may attend meetings of the Board unless a meeting is closed in accordance with Section 53-4-204.
2. At each regularly scheduled board meeting, members of the public *may* be allowed to comment during the “public comment” segment of the board meeting.
3. The Board may not take action during a meeting on items **not** on the agenda.
4. The Board Chair reserves the right to end individual public comments or the public comment segment at any time.
5. Public comment regarding the following matters are **not** allowed, as they are more appropriately addressed through alternative forums, procedures, and/or submitted to the Board in writing:
 - a. Bidding or contract matters
 - b. Employment or personnel issues
 - c. Criticism of or complaints against individual employees, board members, or students
 - d. Grievances or complaints for which other avenues of appeal are established
 - e. Personal attacks against any person
 - f. Repetition of issues recently shared at or discussed in a board meeting
 - g. Sharing or discussion of unauthorized public social media posts/comments
6. Those wishing to make public comments during the public comment segment of the board meeting must adhere to the following guidelines:
 - a. Individuals wishing to make public comments must sign in on the public comment sign-in sheet
 - b. Individuals will be called for public comment in the order in which they are listed on the sign-in sheet at the Board Chair’s discretion
 - c. Public comments are limited to two minutes each.
 - d. Public comment segment will not exceed 10 minutes.
 - e. A maximum of five individuals will be given an opportunity to make public comments at each regularly scheduled board meeting.
 - f. Groups or organizations desiring to address the Board must designate a single spokesperson to make public comment.
 - g. Individuals providing public comment must conduct themselves with professionalism and courtesy towards others.
 - h. Topics for public comments may include such things as:
 - i. Suggestions for improving existing school services, programs, or policies
 - ii. Recommendations on new programs, services, or policies
 - iii. New issues

CCID Board Members Order of Debate

1. The item will be introduced by the sponsor if the sponsor is not present then the Board Chair will assign someone to do the introduction.
2. Board Members debate the item (unless no one wished to debate it). Each member is allowed two separate opportunities to speak on the item.
3. The item will then be opened up the Board for additional debate, if necessary.
4. A member makes a motion by saying, "I move that..." if it is long, it should be prepared in writing and given to the Board Chair. If no motion is made, then the items dies and no further debate will occur.
5. Another board member may amend the motion. If the motion is amended, the Board Chair asks if there are any objections to adopting the amendment. If no objection is made, the Chair may declare the amendment adopted. If even one member objects, however, the amendment is subject to debate and vote like any other motion.
6. If the motion is amended, the Board Chair may open it up to further board comment, if necessary.
7. The Board Chair will then call the question and take a vote on the item.
8. The Board Chair then announces the vote.

Pattern of Formality

1. The Board Chair should be addressed as Mister or Madam Chair, as appropriate.
2. Wait to be acknowledged verbally or with a nod by the Board Chair before speaking.
3. Speak only to the Board Chair or through him/her.
4. Avoid personalizing any issues; speak to the subject, not the person you disagree with. An example of this would be if you believe something said to be untrue, you should say, I believe the member is mistaken instead of saying something was a lie.
5. If anyone breeches Robert's Rules or, for example, speaks out of turn, it is called a "point of order" and will be corrected by the Board Chair or any other board member that catches it. One would say, "Point of Order." The Board Chair would acknowledge the person and they would say what breach occurred. The Board Chair would then say, "the point of order is well taken" or, if unfounded, "the point of order is not well taken."

Questions Board Member Consider When Making Decisions

1. How will the decision affect the school?
2. How does this decision relate to our mission statement and philosophy?
3. What's the potential for legal problems if I vote yes? What if I vote no?
4. Does this decision affect:
 - a. The students and families we serve? How?
 - b. CCID staff? How?
 - c. The community? How?
 - d. The Governing Board itself? How?
5. Is the impact on any of these groups negative? If it is, will the decisions benefit significantly more people than it will harm?
 - a. Have we voted on the matter before? If yes, why are we considering it again? How have the conditions changed?
 - b. Do I have all the information I need to make a sound decision? What questions should I ask before making this decision?
 - c. If someone asks me to justify why I made this decision, can I explain my decision?