

Lapwai School District # 341

Board Meeting Procedures

In order to hold effective and timely meetings, the Lapwai School District Board of Trustees requests you follow the following procedures and protocols:

A request for placement on the Regular School Board Meeting agenda should be made **three days in advance** to the Superintendent. **Policy 203.7**

A request to be heard in executive session should be made **three days in advance** to the Superintendent. The Superintendent can inform you if your request qualifies for executive session.

Unscheduled delegations are for emergency situations only and at the discretion of the board chair. Non emergency situations will require contacting the superintendent at least three days in advance for placement on the regular agenda. Unscheduled delegations will be heard when a slip is filled out upon arrival to the meeting. No decisions will be made regarding unscheduled delegations. They will be heard and open for discussion, however, if action is required, they will be placed on the Regular School Board Meeting agenda for the following month.

Although public input will be requested at the appropriate time, please remember a board meeting is a meeting held in public and *not* a public meeting.

Please state your name when you address the Board in order for your name to be recorded in the meeting minutes.

Raised hands will be recognized by the Chair only when they make a request for public input, by asking if there are any further comments from the audience.

Please wait to be called on by the Chair before speaking, simply to maintain order during the meeting.

In the interest of time, please limit your comments to 3 to 5 minutes. Please refrain from repeating what another audience member commented on previously.

Please refrain from personal attacks regarding students, teachers, and district staff which might be better suited for executive session. (See request for executive session above)

The Chair will indicate when the window for public comments is closed by thanking everyone for their input and stating that we have gathered enough information.

Please take concerns through the proper chain of command prior to presenting them to the Board. Concerns and questions should be voiced in the following order:

1. The person closest to the problem (ie: teacher or other staff member)
2. The immediate supervisor or building principal.
3. The Superintendent, who can then inform the board.

We appreciate your willingness to follow these procedures in the interest of time and order.