

Policy BDDH-KD
PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Sample Board Considerations: The considerations below are designed to guide discussion on the key subtopics in the revised BDDH-KD policy.

Public Comment Sessions

Later Start Time for School Board Meetings: Given the later start time, the Board may want to consider whether two public comment sessions are still necessary. Staff research shows that only one other municipality offers two public comment periods, where the second session is strictly reserved for overflow feedback.

Registration

In-Person Attendees: A sign-up sheet will be placed at the podium prior to the meeting, or attendees may register via the division's online sign-up portal. Individuals wishing to speak must legibly record their full name and topic on the sign-up sheet before the meeting is called to order. Once the sign-up sheet is removed prior to the meeting start, no additional sign-ups or comments will be accepted for this session; unrecorded in-person speakers must wait for the second session.

Virtual Attendees: Advanced registration is required for all virtual speakers. Access the sign-up link through the official School Board meeting notice or directly on the website. Virtual comments are not permitted during the second session.

Second Public Comment Session (End of Meeting): Offered as the final agenda item for in-person participants who did not speak during the first session. Virtual comments are not permitted during the second session. In-person speakers must add their name to the second-session sign-up sheet at the podium prior to the last item for discussion. --

(The strikethrough indicates removal of the first statement to avoid confusion and provide participants the opportunity to speak during both public comment sessions.)

Pre-Registration Deadline: To prevent administrative delays during meeting startup, online registration for virtual and in-person speakers should close at a specified time prior to the meeting (e.g., 2:00 PM on the day of the meeting). Unregistered virtual attendees will not be permitted to speak.

Public Comment Guidelines: Public comment is capped at 60 minutes overall, allowing up to 20 speakers, and is open to both in-person and virtual participants. Should the School Board opt to retain two public comment periods, it may consider lowering the total speaker limit per session.

Please note that virtual speaking is available only during the first public comment period; no virtual speakers will be permitted during the second comment period.