

### PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Education encourages public participation on school related matters at Board meetings. To allow for public participation, a period not to exceed 10 minutes shall be set aside for questions or comments on agenda items only at the beginning of each Public Session. After the adjournment of each Public Session comments on non-agenda items will be heard for 30 minutes and continue as long as they are conducted in an orderly fashion. The period may be extended at the discretion of the Board President.

Residents of the Bay Shore Union Free School District wishing to address the Board shall sign in on a sheet provided by the District Clerk prior to the scheduled starting time of the meeting. The form shall include the name of the speaker, the address, telephone number, name of organization represented (if any), and a brief description of the topic to be addressed. Any group or organization wishing to address the Board must identify its role and purpose.

Presentations should be as brief as possible. A speaker must speak from the podium.

The Board President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented. The President shall have the right to discontinue any presentation which violates this policy.

Ref: *Matter of Martin*, 32 EDR 381 (1992)  
*Appeal of Wittenben*, 31 EDR 375 (1992)  
*Matter of Kramer*, 72 EDR 114 (1951)  
NYS Department of State, Committee on Open Government,  
OML-AO-#2696 (Jan. 8, 1997) and OML-AO-#2717 (Feb. 27, 1997)

**Adoption date: 12/17/14**