

Lone Star Language Academy

Board of Directors – Operating Procedures

Conduct During Board Meetings

A. Citizens' Conduct

1. Board meetings are held in public to conduct the business of the School. The Board shall not tolerate disruption of the Board meeting by members of the public. If, after at least one warning from the presiding officer, a person continues to disrupt the meeting by words or actions, the person shall be removed from the meeting. The presiding officer may request that the person be escorted from the meeting by a law enforcement officer.
2. Signs or placards brought to a Board meeting shall not block the vision of those attending the meeting or the School's cameras used to record the meeting, if applicable.

B. Guidelines for Hearing Citizen Comments during "Public Comments"

The Board welcomes public comments during the "Public Comment" portion of the agenda of its regular meetings. Generally, Board members do not respond to public comments during the meeting. The School applies the following guidelines to all speakers who sign up to address the Board at regular meetings; these guidelines are intended to ensure that meetings run smoothly.

1. **Signing Up to Speak:** Any person who wishes to sign up to address the Board during its regular meeting on any topic, whether on an agenda or not, must do so by listing their name and identifying the topic upon which he or she wishes to speak on the sign-up sheet provided outside the Board meeting room.

The sign-up sheet will remain posted until five minutes prior to the start of the Board meeting, after which a person will no longer be able to sign in to address the Board at that meeting. Failure to identify a topic or provide any other information required by the sign-up sheet will result in that person losing his or her privilege of addressing the Board at that meeting.

2. **Time:** As set forth in the School's Board Policy "Board Meetings – Public Participation," each speaker who signs up to address the Board during the Public Comment portion of the agenda may speak for up to 3 minutes. In the interest of time, if five or more persons sign up to address the Board on the same topic, one of those individuals shall be designated as the single presenter of their comments to the Board. Similarly, the Board may limit overall time given to Public Comment to no more than 45 minutes.

3. Topics: All comments from members of the public must address a matter related to Lone Star Language Academy. Speakers will also be required to address the Board on the specific topic they identified on the sign-up sheet. If a speaker fails to restrict his or her comments to the topic identified on the sign-up sheet, the presiding officer shall immediately interrupt the speaker to request that the comments remain on the identified topic. Should a speaker refuse to comply with this request, he or she will lose the opportunity to continue addressing the Board during the current meeting.

The Board will not hear comments during the Public Comment portion of the agenda, or any other time public comment occurs at a regular meeting, that involves a complaint about an individual School employee or Board member, a personnel action, a student disciplinary matter, a complaint about a particular student, or pending litigation.

To the extent this occurs, the presiding officer shall immediately interrupt the speaker and, if applicable, direct the speaker to avail themselves of the applicable grievance policy or other appropriate procedure for addressing particular concerns or to ensure that further comments do not discuss any of the impermissible topics listed herein.

The Board requests that citizens do not refer to students or employees by name during the “Public Comment” portion of the agenda.

Failure to comply with these requirements may result in immediate revocation of that speaker’s privilege of addressing the Board during the current meeting.

In the interest of time, and to allow all other persons who wish to sign up to address the Board an opportunity to do so, speakers who continue to address the Board on the same topic who have previously spoken on the same topic for multiple meetings without providing any new information or concerns can be limited from speaking to the Board about that same topic. Speakers may still sign up to address the Board on other topics that are within the guidelines contained herein.

4. Decorum: The Board expects that each speaker will be courteous, respectful, and model for our students how one can conduct him or herself in a professional and respectful manner. Speakers shall address their comments directly to the Board from the podium or other area provided in the meeting room, and shall not approach the members without express permission from the presiding officer. Speakers addressing the Board during any part of a meeting shall not make or engage in personal attacks against Board members, School staff, students, or other community members, nor shall they make unsupported or unfounded accusations against any such individual. The presiding officer shall interrupt any speaker who begins engaging in such conduct to instruct him or her to refrain from making such personal attacks or accusations. Persistent engagement in such remarks by a speaker may result in revocation of that person’s privilege of addressing the Board at that meeting.

Any person, whether speaking to the Board or not, who engages in disruptive action during a Board meeting will be asked to leave the meeting room. If necessary, the presiding officer may request assistance from law enforcement to remove a disruptive person from the meeting room.

5. Written Comments: Any person may have access to the Board at any time by submitting written comments either by mail addressed to 5301 Democracy Drive Plano, TX 75024, or by electronic mail at info@lonestartx.org. Any person whose privilege to address the Board at a regular meeting has been revoked shall have the ability to submit his or her concerns to the Board in writing at any time through these means. Such comments shall be subject to the same requirements made of those made during open meetings.
6. Addressing the Board: The Board Secretary shall recognize persons who sign up to address the Board. The Board Secretary is also responsible for setting the device that will keep track of the speaker's allotted time. The presiding officer will provide two warnings after the device has sounded to signal the end of the allotted time. Speakers shall provide any written handouts to the Board Secretary for distribution to the Board.

C. Board Response to Persons Addressing the Board during "Public Comments"

1. The Board will not engage in dialogue with the speaker during the Board meeting.
2. The Board shall not deliberate or make decisions regarding any subject that is not on the posted agenda.
3. The presiding officer shall recognize Board members prior to any member asking clarifying questions.
4. Board members may direct the Superintendent to investigate items(s) and report back to the Board as appropriate.