

**HUNTINGTON UNION FREE SCHOOL DISTRICT
HUNTINGTON, NEW YORK**

WHAT TO EXPECT AT A BOARD OF EDUCATION MEETING

The Huntington Board of Education and Administration welcome your attendance at Board of Education meetings. All meetings are open to the public, as required by the *New York State Open Meetings Law*. *Executive sessions* are the exception, during which such items as collective bargaining negotiations, personnel considerations, confidential student matters, or legal matters may be discussed. (Refer to Board Policy 1730 for a complete list of items that are grounds for discussion during Executive Session.)

Regularly scheduled Board meetings will be conducted in accordance with parliamentary procedure and will adhere to the following format (Board Policy 1511):

- Call to order, roll call, Pledge of Allegiance
- Emergency procedures/smoke-free announcement
- Warrants/Treasurer Report
- Communications/Announcements
- Public comment
- Items for discussion/action
- Committee Reports
- Curriculum/Instruction
- Personnel items
- Business items
- Public comment
- Closing remarks by Board
- Adjournment

The School Board desires orderly meetings so that important business can be conducted in timely fashion. The School Board also encourages public participation and will be attentive to opinions and concerns. Your first consideration should be whether or not your proposed commentary warrants the attention of the entire School Board, district administration, and assembled public. There are many occasions when communication with a specific faculty member or building administrator can lead to an answer or satisfy a concern more directly and appropriately.

Should you wish to address the Board during meeting segments designated for public comment, we ask that you please adhere to the following guidelines, as expressed in Board Policy 3220:

1. Those speaking during the first public commentary segment shall be limited to three (3) minutes, with a total time allotment of (30) minutes. Commentary during this portion of the meeting is restricted to items on the agenda. This process, however, will not apply to procedural items and motions.
2. If time permits, there will be second public commentary segment toward the end of each meeting for items that are not on the agenda. Again, each speaker shall be limited to three (3) minutes, with a total time allotment of 30 minutes.
3. Those who wish to address the Board must state their name and address, as well as identify any organization they represent. We also ask that you please sign the sheet positioned at the lectern in advance, including your name, address, phone number, e-mail address and the nature of your comment.
4. Only District residents and staff members shall be permitted to address the Board, except for persons who have been invited by the District to make a presentation to the Board.
5. Persons who wish to address the Board shall line up at the microphone used for this purpose and shall be permitted to address the Board in that order.
6. Comments to the Board can be limited by the Board President and should relate to school matters.
7. Employees should not be identified by name during public commentary. Comments relating to the competence or personal conduct of individuals are prohibited and shall be declared out of order. Comments and questions from the public need not be responded to at the meeting. At his/her discretion, the Board President may answer questions or respond to comments, or refer them to the Board or staff members for reply or for consideration and later response.
8. If a person requests a written response to a question, he/she must first submit the question in writing to the District Clerk. In the event a question is so received, the writer will be informed by the District Clerk, shortly after receipt of the question, of the date on which a response may be expected and the administrator charged with the responsibility of responding. A copy of the response will be forwarded to the Board.
9. By majority vote of the Board, these rules for public commentary may be waived for a given meeting.
10. There will usually be no separate public commentary allowed on non-action items except for first readings of policies.
11. Abusive behavior will not be tolerated at Board meetings. An individual demonstrating abusive behavior will be ruled out of order and asked to leave the Board meeting.

Thank you for your attendance and cooperation.