

Administrative Procedures for Board of Education Meetings

(Attachment for Policy No. 005)

Purpose:

The Board reaffirms the right of the public to be present at all public regularly scheduled and special meetings of the Board. The Board also reaffirms the right of the public to have a reasonable opportunity to comment on matters of concern, matters being considered for official action of the Board, and matters that are or may come before the Board.

The Board encourages the public to attend Board meetings and to participate in public comment opportunities, and believes the public's involvement in education issues is critical to academic success of the District's students.

Procedures:

Public Comment

The public may submit comments to the Board in writing and deliver them to the Board Office located at 440 N. Broad Street, Suite 101, Philadelphia, PA 19130. Or, written comments may be submitted by emailing the Board at schoolboard@philasd.org.

Speaker Registration

The public may submit spoken comments to the Board by registering to address the Board at any regularly scheduled Action Meeting, Committee Meeting, or Special Meeting. The procedures for addressing the Board are as follows:

1. Individuals must register by submitting the speaker request form (for the meeting at which they wish to address the Board) available on the [Board website](#) or by calling 215-400-5959 to register with Board staff.
2. Individuals must register no later than 5:00 p.m. on the business day immediately preceding the meeting at which they wish to address the Board.
3. Individuals will be registered by topic, with a limit of (4) four speakers per topic. Each speaker will be given (3) three minutes to address the Board.
4. Individuals are also encouraged to submit (1) one written copy of their comments to Board staff at the meeting.
5. No individual may register to speak more than once during a meeting.
6. Individuals will be ruled out of order if they attempt to comment or complain about the conduct or performance of a particular employee and will be directed to address their comments to the appropriate District administrator.
7. Individuals will be ruled out of order if they attempt to make any remarks of a personal nature regarding any individual, whether or not that person is present.
8. Individuals will be ruled out of order and asked to leave the meeting if they use any vulgar or profane language.

The presiding officer may:

1. Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.
5. Suspend or alter any of the procedures related to addressing the Board.[1][2]

Audience Protocols

To ensure that all individuals attending public meetings of the Board have the opportunity to observe the meeting and hear those individuals who have registered to address the Board, all members of the public attending all meetings shall be expected to:

1. Turn off or silence all cell phones, pagers, and other electronic devices.
2. Limit the displaying of signs, posters, or placards inside the room where the meeting is being held to appropriate locations.
3. Know that it is unlawful to disrupt public meetings and that individuals who do so may be prosecuted. [3]
4. Understand that the presiding officer may instruct that an individual be removed if s/he determines that they are disrupting the meeting. Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at public meetings under guidelines established by the Board.

Legal References

1. 24 P.S. 407
2. Philadelphia Home Rule Charter - 12-209
3. 18 Pa. C.S.A. 5508