

ILLINOIS STATE BOARD OF EDUCATION
PUBLIC PARTICIPATION

Please sign in as a "Request to Speak," "Intent to Record," and/or "Guest"

The following procedures will govern Recording and Public Participation for
Board and Committee meetings:

1. Individuals wishing to address the Board or Committee or record the Board or a Committee meeting are asked to sign in prior to the time of public participation, as listed on the agenda.
2. Presentations must be specific to educationally-relevant issues; individuals wishing to address the Board must indicate on the sign-in sheet the specific topic or issues about which they will be speaking.
3. The total amount of time to be devoted to public participation will be a maximum of one-half hour for plenary session; 15 minutes for committees. However, no individual will be allowed to speak for more than five minutes.
4. Except with the permission of the Board or Committee Chairperson, only one person may represent an organization in appearing before the Board at any given meeting (individuals from the same organization may present together; however, having more than one representative present will not increase the maximum presentation time).
5. Priority for presentation of testimony will be given to individuals who have not previously addressed the Board on a given issue.
6. Questions are to be directed to the State Board of Education as a whole and may not be put to any individual members of the Board or administrative staff.
7. It shall be in order for Board members to interrupt a speaker at any time to ask questions or make comments as frequently as necessary to clarify the discussions.
8. No person addressing the Board shall make charges or level complaints against individual employees under the jurisdiction of the State Board of Education. Such charges or complaints will only be accepted in writing and will not be considered unless signed by the person making the charges. The Board will investigate all charges.
9. The Board will permit the recording of the proceedings of a public meeting of the Board or Committee of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting. Meetings or portions of meetings which are permitted by the Act to be closed to the public may not be recorded by the public. The Chairperson of the Board or Committee may designate a location for recording equipment or camera, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting. The Chairperson of the Board or Committee shall be the Board member with authority to determine when any recording device or camera interferes with the conduct of a Board or Committee meeting and may order that an interfering device be removed.
10. The Board shall assume no liability for any damaged, lost or stolen recording equipment or for any damage or injury caused by any person recording Board proceedings.
11. Boisterous conduct will not be permitted at any Board/Committee meeting, nor will any defamatory or abusive language be tolerated. The Board or Committee Chairperson may terminate the privilege of any speaker who violates this regulation.
12. Exceptions to this policy will be made when the Board/Committee chooses by resolution to "suspend the rule."