



# Illinois State Board of Education

James T. Meeks, Chairman  
Tony Smith, Ph.D., State Superintendent

## Computer Science Education Task Force Public Participation Guidelines

*Please sign in as a “Request to Speak,” “Intent to Record,” and/or “Guest”*

The following procedures will govern Recording and Public Comment for State Board of Education Task Force Meetings:

Individuals wishing to address the Task Force or record the Task Force meeting are asked to sign in prior to the time of public participation, as listed on the agenda. They may address the Task Force only at the appropriate time as indicated on the agenda and when recognized by the presiding officer.

1. Presentations must be specific to educationally relevant issues; individuals wishing to address the Task Force must indicate on the sign-in sheet the specific topic or issues about which they will be speaking.
2. The total amount of time to be devoted to all public comment will be a maximum 20 minutes per meeting. However, no individual will be allowed to speak for more than five minutes.
3. Only one person may represent an organization when appearing before the Task Force, unless the Task Force Chair permits an exception. (Individuals from the same organization may present together; however, having more than one representative present will not increase the maximum presentation time.)
4. Individuals who have not previously addressed the Task Force on a given issue will be given priority to comment or testify.
5. Questions are to be directed to the Computer Science Education Task Force as a whole and may not be put to any individual members of the Task Force or administrative staff.
6. Task Force members are permitted to interrupt a speaker at any time to ask questions or make comments as frequently as necessary to clarify the discussions.
7. No person addressing the Task Force shall make charges or level complaints against individual employees under the jurisdiction of the Computer Science Education Task Force. Such charges or complaints will only be accepted in writing and will not be considered unless signed by the person making the charges. The Illinois State Board of Education will investigate all charges.
8. The Task Force will permit the recording of the proceedings of a public meeting of the Task Force in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Task Force members or other observers present at the meeting. Meetings or portions of meetings that are permitted by the Act to be closed to the public may not be recorded by the public. The Chair of the Task Force 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 Chair shall be the Task Force member with authority to determine when any recording device or camera interferes with the conduct of a Task Force meeting and may order that an interfering device be removed.

9. The Task Force shall assume no liability for any damaged, lost, or stolen recording equipment or for any damage or injury caused by any person recording Task Force proceedings.
10. Boisterous conduct will not be permitted at any Task Force/Committee meeting, nor will any defamatory or abusive language be tolerated. The Task Force Chair may terminate the privilege of any speaker who violates this regulation.
11. Exceptions to this policy will be made when the Task Force/Committee chooses by resolution to “suspend the rule.”