

**GUIDELINES FOR PUBLIC PARTICIPATION
AT ROBERT RUSSA MOTON CHARTER SCHOOL BOARD MEETINGS**

1. During meetings at which public participation is permitted, the President, assisted by the Vice President, shall administer the Guidelines for Public Participation.
2. The Board shall publish these Guidelines conspicuously at its official website and make them available for review at all public meetings at which public comment will be permitted. Guideline provisions specifically directed to public participants shall be published on the Public Comment Form.
3. Public comment shall be permitted prior to any agenda item requiring a Board vote.
4. Each person shall be permitted to speak for a limited amount of time, not to exceed three minutes, to be established by the President. The President shall have the discretion to allow a speaker to continue beyond the allotted time.
5. Participants wishing to address the Board must complete and sign a Public Comment Form and give it to the Board Vice President prior to the start of the meeting or within one 1/2 hour after the meeting begins. The Board Vice President will number the cards in the order they are received.
6. When called to speak, each participant must preface his/her comments by stating his/her name, address, and, if applicable, group affiliation.
7. Any group or organization wishing to address the Board shall designate one person to be its spokesperson.
8. Participants shall be as concise as possible and shall limit their comments strictly to the agenda item being addressed, unless otherwise authorized by the President.
9. All comments shall be directed to the President. No person may address or question Board members individually.
10. Because of diversity of issues, members of the Board should not respond to public comment on subject matter other than policy. Instead, the President should refer the issue to the Principal or his/her designee for an immediate response or for follow-up.
11. Participants shall not make oral complaints or comments regarding specific or potential Board employees. Complaints or comments regarding specific or potential employees are to be addressed to the Principal in writing. Discussions of the character, professional competence, or physical or mental health of an employee shall occur in closed session, unless the employee requests a public discussion.

12. Participants shall not make oral complaints or comments identifying students. Complaints or comments regarding individual students are to be addressed to the Principal in writing.
13. Participants shall conduct themselves in a respectable manner and refrain from making comments that are threatening, harassing, abusive, obscene, antagonistic, frivolous, off-topic or otherwise disruptive to the orderly conduct of business.
14. The President may cause to be removed from the meeting any participant who fails or refuses to obey these Guidelines or the President's directive or who engages in disruptions or disorderly conduct, as authorized by La. R.S. § 42:17(C). School Security Department and New Orleans Police Department personnel on duty shall carry out any directive to remove a participant from the meeting.
15. As used in these Guidelines, "disruptive or disorderly conduct" means any act which would foreseeably disturb the orderly conduct of a meeting; interference by any spectator or speaker with the right of any other person to lawfully address the Board; and refusal to take a seat or to remain silent when ordered to do so by the President or Parliamentarian.

NOTE: These guidelines were adapted from the GUIDELINES FOR PUBLIC PARTICIPATION AT ORLEANS PARISH SCHOOL BOARD MEETINGS.