

# Chicago Public Schools Policy Manual

**Title:** GUIDELINES FOR PUBLIC PRESENTATION  
**Section:** 202.1  
**Board Report:** 04-0728-PO7

**Date Adopted:**  
September 22, 2004

## Policy:

The Chicago Board of Education is committed to increasing public input in its decision-making process. That commitment is addressed in the procedures for public participation at Board meetings, as outlined below. Board Members also encourage input in the education and reform process through a variety of other channels, including local school council meetings; Local School Council Advisory Board meetings; public hearings; local and regional PTA meetings; and through written communication directly to Board Members (addressed to: Board Office, 125 South Clark Street, 6<sup>th</sup> Floor, Chicago, Illinois 60603.)

The Public Participation portion of the Board's regularly scheduled meetings will be conducted between 10:30 A.M. and 12:30 P.M. prior to each daytime meeting and between 4:00 P.M. and 6:00 P.M. for every evening meeting. Any individual interested in making a presentation must register with the Office of the Board, in person, between 8:00 A.M. and 9:00 A.M. on the day of the daytime meeting, and between 1:30 P.M. and 2:30 P.M. on the day of the evening meeting.

Presentations must be limited to issues of concern before the Board and/or the public, and shall not contain comments of a personal nature directed toward individual Board Members, employees of the Board of Education, or any other individual. Vendors wishing to present products or services for purchase should not use Public Participation for this purpose. The Board Secretary will accept materials related to products or services and direct them to the appropriate staff person.

### The following guidelines will govern the process:

- Registration must be made in person by the individual who will make the presentation. Representatives may not sign up another speaker.
- Hand-held posters are not allowed in the Board meeting. Speakers may submit pictures or posters to the Board Secretary for viewing by the Board Members.
- It is the Chair's prerogative to limit the discussion of any speaker to allow for broad and diverse public participation.
- Speakers will have two (2) minutes each to present their remarks. Speakers may not cede their time to another person.
- Speakers who wish to make allegations or comments of a personal nature directed towards individual Board Members, employees of the Board, or any other individual, must do so in writing and not as a part of public comment.
- An interpreter will be provided for those speakers who wish to make their remarks in a language other than English.
- After all subjects have been heard, the Board Members may discuss any or all of the issues presented.
- Whenever necessary, Public Participation may be divided into two one-hour parts:

**Part A:** One hour will be devoted to a single significant and often controversial issue which has drawn a large number of people to the Board meeting. The Board Secretary will divide this hour between those who favor the proposed issue and those who oppose the proposed issue. Because most significant policy initiatives are fully reviewed and discussed at public hearings or forums held prior to Board meetings, this portion of the meeting will be strictly limited to one hour. Although the Board Secretary will note for the record the estimated number of people wishing to appear before the Board on each side of the issue, it is highly unlikely that all those appearing before the Board will have an opportunity to speak. Groups must

select a maximum of two (2) representatives from those who have signed up to speak on their behalf. Written testimony will be accepted and entered into the record of the meeting. The Board Secretary will group speakers according to topic.

**Part B:** One hour of the Board meeting will be devoted to general issues. The Board Secretary may group speakers according to topic. Groups must select a maximum of two (2) representatives to speak on their behalf. Individuals who spoke at the previous Board meeting may still register for Public Participation and, time permitting and at the Chair's prerogative, may have the opportunity to speak.

The Board of Education regularly tapes the Public Participation portion of the monthly Board meetings. The Board of Education reserves the right to edit any and all portions of the tape from each monthly meeting. These tapes are aired on cable Channel 21 for the convenience of the public. Members of the public can videotape any portion of the Public Participation or Business portion of the meetings from the television broadcast.

These changes are effective immediately upon adoption.

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**Amends/Rescinds:** Amends 03-0827-PO01  
**Cross References:** 02-0522-PO02; 01-1024-PO1; 01-0425-PO1; 00-0223-PO2; 99-0224-PO1;  
82-2-2 (January 13, 1982)  
**Legal References:**