

# Highpoint Virtual Academy of Michigan

## Policy for Public Participation in Meetings

This meeting is a meeting of the Board of Directors in public for the purpose of conducting the Academy's business and is not considered a public community meeting. Those who wish to address the Board on specific agenda items, or on any item of their choice, may do so in the manner and form designated below after being recognized by the Board Chair.

Two sections of the agenda have been reserved for public comment. You are welcome to address the board during either or both of those times. One of the times is limited to topics on the printed agenda, and the second one is open to any topic that is of concern or interest for you. If you'd like to speak, be aware of the following items:

1. Each of the two public participation portions of the meeting should be limited to 30 minutes.
2. The public may participate by conference call or in person. Those wishing to participate in person should register with the board secretary prior to the meeting by using a board provided registration card. Those wishing to participate via conference call should register one day before the meeting by electronic registration located on the Academy's website
3. Each person, upon being recognized by the Board President, shall be allowed to speak for up to three minutes, except as otherwise limited herein, but the time may be reduced to two minutes if the number of speakers exceeds the time limit. Individuals with similar comments or topics will be encouraged to work together and speak through a spokesperson.
4. All written statements should be given to the board secretary or his or her designee so copies can be made available to the entire board, individually. All written statements presented to the board shall be considered public documents. Statements may be submitted in person or through email.
5. The public participation portion of the meeting should not be used to make personal attacks on individuals that disrupt the public meeting. To ensure that there is no disruption, complaints or concerns regarding Board members or staff, volunteers or agents associated with the Academy should first be addressed to the school administrator. If the school administrator cannot resolve the issue satisfactorily, complaints should be made in writing and delivered to the Board President at least five (5) days prior to the Board meeting.
6. The Board has a right, under the Open Meetings Act, to entertain complaints about an employee in closed session.

During public comment, the presiding officer of the board (or his or her appointed Sergeant-at-Arms) may:

- A. interrupt, warn, or terminate a participant's statement when the statement is deemed, in his/her sole reasonable discretion to be disruptive of the meeting;
- B. request any individual to leave the meeting when that person does not observe reasonable decorum, thereby disrupting the meeting;
- C. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.