

PUBLIC COMMENT DURING BOARD MEETINGS

PURPOSE

The Board permits and encourages public input and feedback through formal public comment during its board meetings as provided in Louisiana Open Meetings Law and this policy. Given that University View Academy is an online school with students from across the State of Louisiana, the purpose of this policy is to define the procedure for the public to comment both in person and through email.

POLICY

The Board shall ensure that the meeting is broadcast for viewing statewide through a link on the School's website: www.universityview.academy. The Board shall allow in-person public comment specific to each item on the agenda, as well as, email public comment for those not in person. The meeting agenda shall be posted to the School website at least 24 hours prior to the start of the meeting.

The comment period for each individual attending the meeting in person shall be of a length defined by the Board. Comments shall be taken on each agenda item upon which the Board will take action prior to Board discussion and vote. Public comment from those not in attendance shall be taken by means of electronic mail through an address designated for this purpose on the School's website.

Each individual desiring to comment in person should provide his full name prior to beginning the comment. Each person shall be allowed to speak once on each agenda item. All electronic comments shall be submitted via the designated link on the School's website: www.universityview.academy and should include the full name of the submitter and the name of the agenda item on which the person is commenting. All comments shall automatically be forwarded to all Board members once submitted.

Persons who comment are asked to be respectful of the Board and members of the public when speaking. Speakers should address the Board and state their comments. Board members are not required to respond to public comments.

The Board shall encourage proper decorum in all Board meetings.

PROCEDURE

1. At least 24 hours prior to the scheduled Board Meeting, the Board Liaison shall ensure that there is a clearly marked link on the School's website through which the public can view the Board Meeting.
2. At least 24 hours prior to the scheduled Board Meeting, the Board Liaison shall post the Board Meeting Agenda on the School's website.
3. At the time of posting the agenda, the Board Liaison shall ensure that there is a clearly designated email link on the school website through which public comment may be submitted directly to the Board.
4. Any individual who desires to make a public comment on an item or items on the agenda, but are unable to attend the meeting in person, shall submit their comment through the email link on the School website. The comment should include the individual's full name and the name of the agenda item on which he/she is commenting.
5. Any individual who desires to make an in-person public comment on an item on the agenda should be prepared to speak for no more than 3 minutes when the Board President calls for public comment on that specific agenda item. Prior to beginning the comment, the individual should state his/her full name.
6. The name of all persons submitting public comments shall be recorded in the minutes of the meeting.