

# THE NEWARK PUBLIC SCHOOLS

## RULES AND PROCEDURES FOR PUBLIC PARTICIPATION AT OPEN MEETINGS

Welcome to a public meeting of the Newark Public Schools under the Open Public Meetings Act of 1975, also known as the "Sunshine Law." The District hopes that you will find this meeting informative and instructive, and that citizens are afforded an opportunity to better understand and appreciate the District's operation and functions.

Under the Sunshine Law, the District must provide notice of all open meetings to allow citizens to attend and observe the deliberations of the District. However, the District believes that citizens should also be afforded an opportunity to comment upon District policies which affect them, and welcomes the opportunity to hear the concerns, wishes, and ideas of the public.

In order to assure that members of the public who wish to appear before the Advisory Board may be heard, while at the same time preserving the proper efficient conduct of the Advisory Board meetings, the District has adopted the rules and procedures for public participation at open meetings as set forth below.

### **Implementing Procedures**

This is to advise that for the 2011-2012 School Year, the District will hold monthly Advisory Board regular meetings for public participation in accordance with the guidelines below. In addition, Advisory Board business meetings will be held monthly. The District will reserve a maximum of thirty (30) minutes for public participation at those meetings as to time-sensitive matters, limited to ten (10) speakers who may speak for a maximum of three (3) minutes each, regardless of individual or organization, who sign up with the Superintendent's Office on a "first come, first serve" basis.

#### **1. Time of Meeting**

- a. All regular meetings will commence at 6:00 p.m. unless otherwise specified.
- b. The Office of the State District Superintendent will notify each Advisory Board Member and the public of the date and time of all Advisory Board Meetings annually. Notification for special meetings shall be provided in accordance with the Open Public Meetings Act. A schedule of monthly meeting dates for all Advisory Board Meetings will be listed each month in the agenda.

#### **2. Public Participation at Open Meetings**

1. All Board meetings, unless otherwise advertised, will be open to the public.
2. Any materials or information that a member of the public wishes to share with the Superintendent, staff and Board Members must be given to the Board Administrator for distribution.

#### **3. Speaking Privileges of Non-Members**

- a. Public participation at a Board Business Meeting will be limited to **30** minutes. Public participation at a Board Public Meeting will be limited to **90** minutes.

These time allotments may be extended for an additional 15 minutes, by the Board Chair, at his/her discretion.

- b. Individuals desiring to speak at any Board Public Meeting (including those representing organizations) must register with the Board Administrator's office, in writing, by 4:00 p.m., five calendar days prior to the day of the meeting, with his/her name address, telephone number and a description of the subject to be addressed. (Written communication should be directed to the office of the State District Superintendent, Newark Public Schools, 2 Cedar Street, Newark, New Jersey.) All speakers, regardless of whether s/he represents an organization, will be allotted no more than 3 minutes for comment.
- c. Individuals desiring to speak at any Board Business Meeting must sign up as a speaker on the night of the meeting prior to public participation. All speakers, regardless of whether s/he represents an organization will be allotted no more than 3 minutes for comment.
- d. The subject matter of public comment shall be limited to matters of public concern, and the Board Chair may terminate a speaker's comments at any point, at his or her discretion, if such comments do not reasonably focus on matters of public concern.
- e. An individual who registered to speak cannot give his/her time to another individual.
- f. Speakers must be present when their names are called.
- g. The Board Chair is responsible for maintaining a respectful environment during public participation so that public comments can be heard and considered by the Board. The Chair, therefore, may interrupt or terminate any individual's speaking privilege if the speaker's comments are excessively loud, disruptive, obscene, or otherwise in violation of applicable law. Further, an individual may be cautioned that, a personally directed statement may be slanderous or defaming and that the individual may be liable for his/her statement.

**4. Board Member Response to Public Comment**

- a. Board Members understand that public participation at board meetings is intended to allow individual members of the public to address the Board on issues of public concern, and not intended as a forum for extended conversation with the public or as a platform for Board members to discuss their positions on various topics, either raised in or outside of the scope of the public comment period.
- b. It shall be the responsibility of the Board Chair to maintain order and efficient process during public participation at Board meetings, especially so that the full time allotment for public comment is given over to the speakers from the public.

**NEWARK PUBLIC SCHOOLS’  
GUIDELINES FOR ADVISORY BOARD MEETINGS**

**TIME/SPEAKERS**

Time limits for all speakers will be adhered to.

There will be no sharing or granting of speaking time to others.

Speakers must be present when their name is called.

All speakers will be required to give their names and addresses.

The public participation portion of the meeting will be limited to one hour and thirty minutes.

**DECORUM**

Examples of unacceptable behavior that will not be permitted include, but are not limited to:

- Engaging in personal attacks and/or naming district employees, racial slurs, excessive loudness, calling out, yelling or generally disruptive behavior.
- Attempts to disrupt meetings or to incite others to do so.

**BOARD MEMBER RESPONSE TO PUBLIC COMMENT**

Public participation at board meetings is intended to allow individual members of the public the opportunity to address the Board and administration on issues of public concern and not as a forum for two-way dialogue with board members. Issues raised by the public will be noted. If appropriate, issues will then be investigated and the affected individual will be advised in accordance with board procedures.

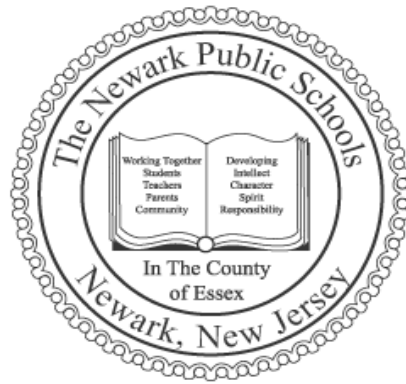
**PROCEDURES**

The State District Superintendent or Advisory Board Chairperson may interrupt any speaker or terminate any individual’s speaking privilege if the speaker’s comments are disruptive or obscene.

An individual may be cautioned that a personally directed statement may be slanderous or defaming and that the individual may be liable for his/her statements.

Any individual or group that does not follow these procedures may be asked to leave the meeting.

If necessary, the advisory board meeting will be adjourned.

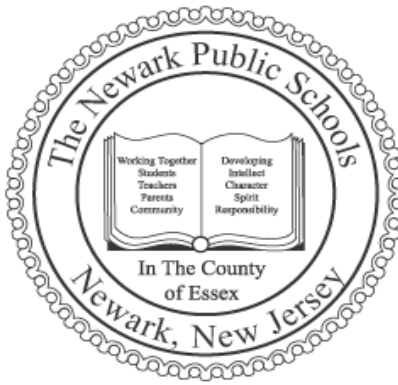


## **ADVISORY BOARD MEETING**

### **STATEMENT**

In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., adequate notice of this meeting has been provided by advertising in the “**Star Ledger, El Nuevo Coqui, Haiti Progress, and Luso Americano**” newspapers, and by distribution to Administrative offices of the Newark Public Schools. A copy of this meeting notice was forwarded to City Hall for posting.

**This is a Regular Advisory Board Meeting Tuesday, January 24, 2012.**



*THE NEWARK PUBLIC SCHOOLS*

# *ADVISORY BOARD MEETING*

**NEWARK PUBLIC SCHOOLS  
EAST SIDE HIGH SCHOOL  
238 VAN BUREN STREET  
NEWARK, NEW JERSEY**

**TUESDAY, JANUARY 24, 2012**

**6:00 P.M.**

**AGENDA**