

# Murfreesboro City Schools ADMINISTRATIVE DIRECTIVE

<b>Administrative Directive Title:</b> <b>Procedures for Public Participation at School Board Meetings</b>	<b>AD Number:</b> <b>1.401.1</b>	<b>Adopted:</b> January 2024 <b>Former Descriptor:</b> BO1
<b>Policy References:</b> <a href="#">Board Policy 1.401</a> - Public Participation in Board Meetings		<b>Revised:</b> 11/24

1 Pursuant to Board Policy 1.401, any public meeting of the Murfreesboro City Schools Board of  
 2 Education with actionable items on the agenda will have fifteen (15) minutes set aside at the beginning  
 3 of the meeting for public comment. Individuals wishing to make a public comment will be allowed three  
 4 (3) minutes to speak with respect to an action item on the agenda for the meeting subject to the following:

- 5 • All comments are restricted to comments on action items on the agenda for the meeting.
- 6 • The Chair shall have the authority to declare an individual out of order, if after an initial warning,  
 7 an individual continues to speak on a topic that is unrelated to an action item on the agenda.
- 8 • The Chair shall have the authority to terminate the remarks of any individual who violates state  
 9 law or does not adhere to board rules.

10 Individuals attending board meetings may not engage in heckling, shouting, verbal outburst, or any other  
 11 behavior that prevents the Board from conducting School Board business. Personal cell phone  
 12 conversations while in the room where the Board meetings are being conducted are not permitted.  
 13 Electronic devices are requested to be silenced to avoid disruption of the proceedings.

14 In the interest of preserving individual privacy and due process rights, comments and complaints  
 15 regarding individual students should be directed to the Director of Schools or designee pursuant to the  
 16 district’s complaint policies and procedures.

17 If you wish to address the Board during the public comment period, you must sign up at least six (6)  
 18 hours prior to the meeting start time by:

- 19 • Sending an e-mail to [lisa.vanceleave@cityschools.net](mailto:lisa.vanceleave@cityschools.net) with this completed form or an e-mail with  
 20 your name/phone number/address and the action on which you are wishing to speak and whether  
 21 you are speaking in support or against the action; OR
- 22 • Calling the Office of the Director of Schools at 615-893-2313, Ext. 10010, before the meeting  
 23 with the request to speak and your name/phone number/address and the action on which you are  
 24 wishing to speak and whether you are speaking in support or against the action.

25 Speakers will be recognized in the order their request was received. Speakers may not yield remaining  
 26 time to other speakers.

## 27 ACCOMMODATING PUBLIC COMMENT

28 To ensure that all citizens have an opportunity to speak, any person with a disability who needs  
 29 accommodation to provide public comment is requested to contact the office of the Director of Schools  
 30 at least six hours before the regularly scheduled board meeting. Unless deemed an accommodation,  
 31 written comments will not be accepted or read aloud during the public comment period of the school  
 32 board meeting. Individuals may share their written comments directly with Board members.