



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-335 – PUBLIC PARTICIPATION AT DISTRICT BOARD MEETINGS

Authority	District Board
Effective Date	October 18, 2017
Revision Date(s)	January 20, 2021
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	B-300 – District Board Meetings
In Compliance With	

District Board meetings are open to the public consistent with Wisconsin Statutes. The meetings are to be conducted in accordance with the published agenda. There will be a time at each regularly scheduled District Board meeting for the general public to address the District Board (i.e., Public Comment). Persons may speak to the District Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the District Board. Public comment periods are not considered to be public hearings or a forum for public debate.

Those wishing to speak to the District Board are subject to the following:

- The Chairperson of the District Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the District Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Speakers shall complete a written request to address the District Board at the beginning of the meeting with the District Board Secretary or Assistant to the District Board.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the Chairperson of the District Board.
- Each speaker will be required to identify themselves prior to their commentary.
- Each speaker will be allowed a maximum of three (3) minutes. Fifteen (15) minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one District Board meeting. At the discretion of a majority of the District Board, these time limits may be extended. The Board Chair will determine the total amount of time devoted to public comment at any given meeting and may establish a maximum number of individuals to be heard.
- Each speaker coming before the District Board is limited to one (1) presentation.

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- Speakers should not expect to engage in dialogue or discussion with members of the District Board on any matters raised during the public comment period as District Board members have no obligation to respond to statements made.
- Speakers recognized to speak by the District Board Chairperson may not engage in debate or dialogue with any other person at the meeting.

The District Board will not act or comment on any matters raised in the public comment period that are not otherwise noticed on the agenda for a decision.

The District Board Chairperson will determine any follow-up needed to public commentary including, but not limited to, referring matters to the President/District Director, or suggesting a future agenda item. Public comment is not allowed during other portions of the District Board meeting. Meeting interruptions or other disruptive behavior by attendees may require the assistance of campus security or law enforcement if necessary and at the discretion of the District Board Chairperson.

Members of the public also may submit written communications to the District Board on items on the agenda. Written communication regarding items on the District Board's agenda should reach the office of the President/District Director not later than seven (7) working days prior to the meeting at which the matter concerned is to be before the District Board. All such written communications shall be dated and signed by the author and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

Claims for damages are not considered communications to the District Board under this rule but shall be submitted to the College.