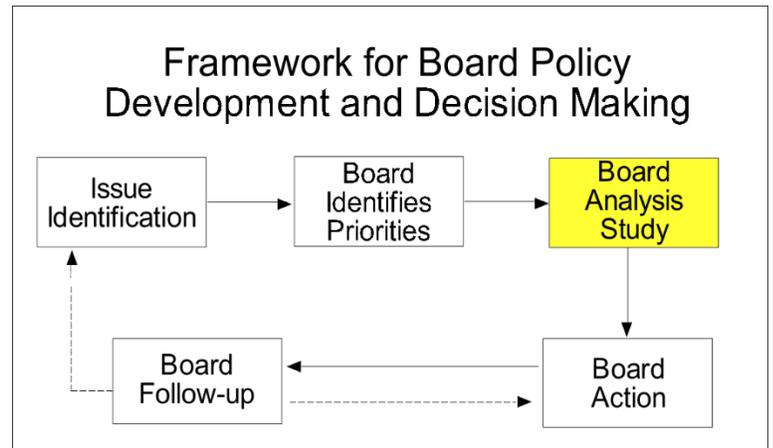


Iowa State Board of Education

Executive Summary

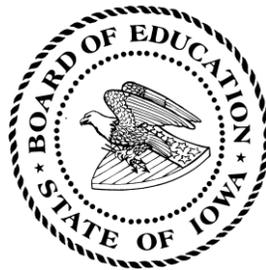
September 16, 2021



- Agenda Item:** State Board Authority Regarding Public Comment
- State Board Priority:** All
- State Board Role/Authority:** The State Board is authorized to receive public comment.
- Presenter(s):** Thomas A. Mayes, General Counsel
- Attachment(s):** One
- Recommendation:** The State Board hear and discuss this matter.
- Background:** In this agenda item, the State Board will review its procedures for addressing public comment. In addition to the attachment, please see the following Sunshine Advisories from the Attorney General.
- <https://www.iowaattorneygeneral.gov/about-us/sunshine-advisories/handling-new-ideas-at-public-meetings>
 - <https://www.iowaattorneygeneral.gov/about-us/sunshine-advisories/rules-of-conduct-for-open-meetings-tips-to-strengthen-citizen-participation>
 - <https://www.iowaattorneygeneral.gov/about-us/sunshine-advisories/lights-cameras-action>

IOWA STATE BOARD OF EDUCATION

Operating Guidelines



May 2020

B. Public Participation

1. In order to assist the president, persons who wish to address the board should fill out a card which is provided at the door. The person's name and the subject of his or her remarks should be noted. These should be given to the board secretary prior to the meeting.
2. There is specific time set aside at each meeting for public communication to the board. As a general guideline, a limit of five minutes will be allotted for any presentation made under the public comment agenda item. If a large group of individuals requests to address a specific issue, the president may limit the number of speakers. At that time, members of the public may present comments, suggestions or concerns, even if they do not relate to a specific item on the agenda. Remarks by board members should be limited to requests for further information, as any issue not on the agenda might necessitate staff research and may need to be placed on a subsequent agenda before the board takes action.
3. If an issue raised during the public comment section will require the preparation of an agenda item, it will be referred to the director of the Department of Education for such preparation and the person raising the issue will be informed of the meeting when it will appear on the agenda.
4. When the stated subject of public comment is on the agenda, the speaker may be heard either at the time stated on the agenda for public comment or at the time the agenda item is discussed by the board, to be determined at the discretion of the president of the board. When addressing the board, each speaker should begin by stating his/her name and whom they are representing. This helps to insure that the meeting minutes will accurately reflect an individual's or an association's position on a particular issue. If a large group of persons wishes to address a given agenda item, the president may propose the amount of time allotted to address the issue.