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MSBA/MASA Model Policy 207

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## **207 PUBLIC HEARINGS**

### **I. PURPOSE**

The education district board recognizes the importance of obtaining public input on matters properly before the education district board during a public hearing. The purpose of this policy is to establish procedures to efficiently receive public input.

### **II. GENERAL STATEMENT OF POLICY**

For the education district board to efficiently receive public input on matters properly before the education district board, the education district board establishes the procedures set forth in this policy are established.

### **III. PROCEDURES**

#### **A. Public Hearings**

Public hearings are required by law concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the education district board on education district matters at the education district board's discretion.

#### **B. Notice of Public Hearings**

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the education district board.

#### **C. Public Participation**

The education district board retains the right to require that those in attendance at a public hearing indicate their desire to address the education district board and complete and file with the clerk of the education district board an appropriate request card prior to commencement of the hearing if the education district board utilizes this procedure. In that case, any request to address the education district board after the commencement of the hearing will be granted only at the education district board's discretion.

1. Format of Request: If required by the education district board, a written request of an individual or a group to address the education district board shall contain the name of the person or group seeking to address the education district board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.
2. Time Limitation: The education district board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The education district board retains the discretion to require that any group of persons who desire to address the education district board designate one representative or spokesperson. If the education district board requires designation of a representative or spokesperson, no other person in the group will be recognized to address the education district board, except as the education district board otherwise determines.
4. Privilege to Speak: An education district board member should direct remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the education district board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the education district board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the education district board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the education district board reserves the right to impose such other limitations and restrictions as necessary to provide an orderly, efficient, and fair opportunity to be heard.

***Legal References:*** Minn. Stat. § 123A.15 (Establishing Education Districts)  
Minn. Stat. § 123A.30 (Agreements for Secondary Education)  
Minn. Stat. § 123B.51 (Schoolhouses and Sites: Uses for School and Non School Purposes; Closings)

***Cross References:*** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)