Section	BOARD AND ADMINISTRATION	
Policy Name	OBSERVER COMMENTS AT BOARD MEETINGS	212

Board Approved:	*April 24, 2001* *May 20, 2009*	*Reviewed:*	*April 2004* *April 27, 2009*	*Review Prior To: December 2014*

POLICY

Subject to the provisions of the Board By-laws relative to the conduct of meetings, it is the policy of the board to facilitate a process for observers at Regular Board meetings to present brief comments and suggestions to the board, in accordance with the following procedures.

PROCEDURES

1.0 The Chair will announce prior to the "Observer Comments" section of the board meeting agenda that persons choosing to make observer comments must precede their observations by stating their name, address and the topic on which they wish to comment.

2.0 The "Observer Comments" period, for each Regular Board meeting, shall be no longer than sixteen (16) minutes, unless the board, by resolution, determines otherwise. No individual observer comment shall exceed two (2) minutes in duration.

3.0 Comments pertaining to the competency of any board employee, either implied or direct, shall not be made.

4.0 Employees of the board shall not utilize the "Observer Comments" section on the board agenda to express their views relative to their employment or professional interests. (Employees have recourse to other procedures for making their views known.)

5.0 Trustees will not respond to or debate items raised during "Observer Comments" at the time of the "Observer Comments" on the agenda.

6.0 The Chair of the Board, in consultation with the Director of Education, or designate, shall review the remarks of the observer comments and take action as may be deemed appropriate.