

## **Public Participation at School Board Meetings**

[Policy 903](#) governs Public Participation at West Chester Area School Board Meetings.

Public meetings are typically held at the Spellman Education Center, 782 Springdale Drive, Exton, PA but the location may change, if necessary. Any changes in meetings are advertised in accordance with Pennsylvania law and posted on the district website.

Meetings are also livestreamed on the District's YouTube channel.

### **Procedural Guidelines**

- In-person meetings: Individuals wishing to participate shall register on the sign-in sheet prior to the start of the meeting and shall include the name and address of the participant and topic to be addressed.
- Virtual meetings: Individuals wishing to provide a public comment must register for both the Zoom webinar and on the google comment sheet. Registration links will open once the agenda is posted on the website. Both the Zoom webinar registration and the google comment sheet will close at 12 noon on the day of the meeting. Confirmation of registration will be sent via email. Participants will be called upon to make their comment in the order in which they were registered.
- The board requires participants to be residents or taxpayers of the district or:
  - Anyone having registered a legitimate interest in a contemplated action of the Board
  - Anyone representing a group in the school district.
  - Any representative of a firm eligible to bid on materials or services solicited by the Board.
  - Any district employee.
  - Any district student.
- Each speaker must limit comments to two (2) minutes or less.
- Comments shall be directed to the entire board. No participant may address or question individual board members.
- Please remember that public comments at meetings are not question and answer sessions.

### **Public Comments during Monthly Board Meetings**

There are two designated public comment times:

- There is a public comment section at the beginning of the meeting for agenda items only (VI. Public Comments on Agenda Items). These are comments on agenda items the board is voting on during the meeting.
- There is a public comment section (XI. Comments from Residents) at the end of the meeting for any non-agenda items.
- [The School Board Meeting Agenda Packet](#) is posted on the website prior to the scheduled meeting (typically, 24 hours prior).

## **Public Comments during Committee Meetings or Work Sessions**

There will be a public comment period on agenda items only:

- Residents wishing to make public comment on agenda items must register on the sign-in sheet prior to the start of the meeting.
- Public comments on agenda items will be taken at the beginning of the meeting prior to voting.
- The committee chair or designee will call residents in the order in which they signed in.
- [The Committee Agenda packet](#) is posted on the website prior the schedule meeting (typically, 24 hours prior).