

**PUBLIC BOARD HEARINGS PROCEDURE**

The following procedures for conducting public hearings have been established by the Board of Education:

1. There shall be a 10-day notice given to the public prior to a hearing date.
2. An individual may register to speak at a public hearing by contacting the Board of Education office by noon of the day of the hearing, by calling (585) 262-8525 or emailing [publichearing@rcsdk12.org](mailto:publichearing@rcsdk12.org). The following information must be included: name, telephone number, email address, home address, and affiliation (student, parent, community member or staff). Speakers may only address the Board on the topic of the public hearing.
3. The chairperson will open the hearing with a statement that sets forth the following:
  - a. Purpose - summary of materials or presentation
  - b. Rules for the hearing
  - c. Time limit
  - d. Instructions to receive written statements and other materials, exhibits, etc.
4. If a speaker does not adhere to the time limit, the procedure shall be as follows:
  - a. The chairperson will interrupt and ask the speaker to “sum up”.
  - b. If the speaker does not adhere, the chairperson will interrupt again and ask the speaker to “submit a written statement”.
  - c. The chairperson must continue interrupting until the speaker stops.
5. The chairperson will acknowledge and thank each speaker for participating. If necessary, individual Board members will be recognized by the chairperson to respond to questions or statements made by speakers.
6. Speakers are expected to conduct themselves in accordance with the District’s Code of Conduct policy (1400) and Public Conduct on School Property policy (1520). The chairperson will explain the steps that will be taken if the speaker starts to use abusive language:
  - a. The chairperson will interrupt and warn the speaker “to address the Board respectfully”.
  - b. If the language continues to be abusive, a signal shall be given to turn off the microphone.
  - c. If it still continues, security personnel shall escort the speaker to their seat.
  - d. If the chairperson believes the meeting is getting out of order, the hearing shall be closed.

Cross-ref: Code of Conduct (1400)  
Public Conduct on School Property (1520)  
Board By-Laws (2300)  
Public Board Hearings (2390)

Notes: Adopted August 20, 1998; Amended April 28, 2022 pursuant to Resolution No. 2021-22: 576; Amended June 20, 2024 pursuant to Resolution No. 2023-24: 965

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