

## PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the Westfield School Committee shall be open to the public. Executive session will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The Westfield School Committee desires stakeholders to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear the wishes and ideas of the public.

In order that all stakeholders who wish to be heard before the Committee have that chance and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of each regularly scheduled school committee meeting, individuals or group representatives will be invited to address the committee. The Chair shall determine the length of the public participation segment.
2. Speakers will be allowed three (3) minutes to present their material. The presiding Chair may permit extension of this time limit.
3. Topics for discussion are not limited to those items listed on the School Committee meeting agenda for that evening.
4. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.
5. All remarks will be addressed through the Chair of the meeting.
6. Speakers may offer such objective criticisms of the school operations and programs as concerns them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
7. Written comments longer than three (3) minutes may be presented to the committee before or after the meeting for the Committee members' review and consideration at an appropriate time.

Source: MASC July 2016

Adopted: October 12, 1978

Revised: June 30, 1980

February 7, 1994

June 28, 2010

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