

CATALYST ACADEMY CHARTER SCHOOL  
PUBLIC MEETING POLICY

I. Public Meeting Procedures

- a. General – These procedures shall apply to all regular and special meetings of the Catalyst Academy Charter School Board of Trustees (“Board”). “Meeting,” as used in this Policy refers to any “prearranged gathering of [the Board] which is attended [by] or participated in by a quorum of the members of the [Board and is] held for the purpose of deliberating [Board] business or taking official action.”
- b. Agenda – Copies of the agenda will be available at the School. Copies of the agenda shall be made available to every attendee at the meeting.

II. Meeting Conduct

- a. Rules – All meeting attendees, including members of the Board and members of the public, shall adhere to the following rules of conduct:
  - i. Attendees must remain seated during the meeting unless the attendee is leaving the room or approaching or leaving the microphone, lectern or other designated location for speakers.
  - ii. The President of the Board will preside over all public comment and shall allow public comment at regular or special meetings according to the following rules of conduct:
    1. The President shall recognize all individuals who want to comment at the regular or special meetings.
    2. All public comment shall be made from a microphone, lectern or other designated location for speakers, and no one shall approach such designated location until being recognized by the President.
    3. No public comments shall be made from the audience.
    4. No person shall speak while business is being conducted or while the person recognized by the President is speaking.
    5. No one shall be recognized by the President more than once in any public comment period.
    6. Speakers who are recognized by the President must state their name and their relationship to the school (e.g., parent of student).
    7. One period for public comment on all matters listed in the agenda shall be provided before the Board votes on such matters.
      - a. All persons wishing to speak during the public comment on matters in the agenda must register to speak by signing (name and relationship to the School) the speakers’ list provided at the meeting.
      - b. No one shall speak without first signing the speakers’ list.
      - c. Each person speaking during the public comment period shall be limited to one (1) speaking opportunity not to exceed three (3) minutes.
      - d. Comments during the first public comment portion of each meeting will be limited to matters listed on the agenda. Comments that do not relate to the published agenda will be declared out of order and will not be permitted.

8. A second period for public comment shall be provided after the conclusion of Board business.
  - a. All persons wishing to speak during the second public comment period must register to speak by signing (name and relationship to the School) the speakers' list provided at the meeting.
  - b. No one shall speak without first signing the speakers' list.
  - c. Each person speaking during the second public comment period shall be limited to one (1) speaking opportunity not to exceed three (3) minutes.
  - d. Comments during the second public comment portion of each meeting will be limited to matters of school concern, official action, or deliberation that are or may come before the Board. Comments that do not relate to matters of school concern, official action, or deliberation will be declared out of order and will not be permitted.
  - e. At the conclusion of the second public comment period, the President will provide one final opportunity for anyone who has not yet provided public comment to register and to comment before the second public comment period is closed.
9. Appropriate behavior is required of all participants. Comments are to be presented in a manner that respects the Board, the other members of the public, and contrary opinions or points of view.
10. The President shall rule out of order any person who violates the rules set forth in this Policy. Persons ruled out of order will be asked to leave the meeting. Anyone asked to leave who refuses will be escorted out of the meeting.

### III. Procedures During Times of Public Emergency

- a. General – A public emergency for purposes of this Policy shall be any situation during which the federal, state, and/or local authorities limit or suspend public gatherings. Emergencies as used here shall not include weather emergencies. During times of public emergency if the Board is unable to conduct its business at a public meeting it will move its public meeting to a virtual platform during the emergency.
- b. Platform – During a declared public emergency, the Board will use Zoom (<https://zoom.us>) to conduct its meetings. Each meeting so conducted will have a unique link, password (if needed), and a phone number for participants who wish to call in. Instructions regarding how to join the virtual meeting will be posted on the School's website and at the School (if the school is open).
- c. Public Comment – All attendees will be muted unless they have been recognized by the President. Public comment (as described in the regular procedures) will be accepted in the following ways during virtual meetings:
  - i. A person wishing to be recognized by the President may virtually raise their hand. The President will acknowledge the person, unmute the

person, and permit comment consistent with the procedures governing public comment as set forth above.

- ii. Attendees who have phoned in may either:
  1. Indicate through the chat function that they wish to speak. The person must provide the phone number from which they are calling and indicate that they want to speak; or
  2. If they plan to call in but not log in through the link, the person can send an email to [MaLisha.Scott@catalystacademy.org](mailto:MaLisha.Scott@catalystacademy.org) by noon on the day of the meeting, provide their name, phone number from which they are planning to call in, and state that they want to speak.
- iii. The caller will be unmuted, acknowledged by the President, and allowed to comment.
- iv. A person who wants to make public comment may also provide comment before the meeting by sending their comments to [MaLisha.Scott@catalystacademy.org](mailto:MaLisha.Scott@catalystacademy.org) by noon on the day of the meeting. The email must include the public comment, the person's name, and the person's association with the School.
- v. If the School offices are open, a person who wants to comment but cannot participate in the meeting may drop off written comments at the School. If the School is closed, comments may be mailed but should be mailed early enough to be received before the meeting. The public comment must include the person's name and the person's association with the School.
- vi. Public comments submitted by email or by mail will be read into the record during the first public comment period or the second public comment period as determined by the content of the comment.
- vii. Inappropriate or anonymous public comments will not be read.

Adopted by the Board: *the 7th day of July, 2020*