

I. PURPOSE

The Lakes International Language Academy welcomes public participation at its meetings. Because board meetings are a formal time in which the board conducts business, there are prescribed ways in which to address the board, as outlined in this policy.

II. Public Meetings

- A. All LILA board meetings are public meetings and are publicized in advance, according to Minnesota’s Open Meeting Law.
- B. Anyone is welcome to attend, including students, parents, teachers, other staff, community members and any other interested people.

III. Meeting Participants

- A. Board members: Board members may speak at board meetings, according to the parliamentary procedures outlined in Robert’s Rules of Order.
- B. Visitors: Non-board members are referred to as visitors. Visitors may also speak, according to two methods:

1. Scheduled Visitors

- a. LILA board members may invite visitors to speak at meetings in advance of the meeting, on topics of interest to the board.
- b. Scheduled visitors are introduced as such at the meeting.
- c. Scheduled visitors are included on the agenda under the agenda item “Scheduled Visitors”, or as specified by the board.
- d. Scheduled visitors will be allotted a sufficient amount of time to present the topic they were invited to present.

2. Unscheduled Visitors

- a. Unscheduled visitors who wish to address the board must complete a Speaker’s Card or “green card” prior to the start of the meeting. See attachment to this policy.
- b. Unscheduled visitors must turn in the Speaker’s Card to any board member, who forwards it to the Board Chair.
- c. Unscheduled visitors will be introduced by the Chair and given three minutes near the opening of the board meeting in which to address the board. This occurs during the portion of the agenda called “Unscheduled Visitors.”
- d. A limit of 10 Speaker’s Cards will be available per meeting.
- e. Unscheduled visitors may be directed to a specific board member as a contact person for their particular issue to assist with resolution.

ADOPTED: February 9, 2004

AMENDED: February 23, 2004

AMENDED: April 5, 2004

AMENDED: 09Jun11

REVIEWED: May 28, 2015

3. Board members *may* respond to visitor comments immediately after they are presented, though it is not typical because of the formal nature of business meetings.

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