

Addressing the HCA Board Guidelines

Whenever issues identified by the participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures. The Board requires that public participants be guardians or parents of school children; anyone representing a group in the community; any representative of a firm eligible to bid on materials or services solicited by the Board; any employee of the school; or any pupil of the school.

1. Individuals wishing to have their name and/or topic on the agenda must register via the website ten (10) days in advance of the meeting, completing the online form in its entirety. The individuals will be given five (5) minutes to comment.
2. All materials to be distributed at the Board meeting must be turned into **Ms. Andra Vance** at Horse Creek Academy not later than seven (7) days prior to the scheduled Board meeting. Failing to meet this deadline will result in those materials not being allowed to be distributed at the meeting.
3. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation; if appropriate.
4. No participant may speak more than once on the same topic unless all others who wish to speak on the topic have been heard.
5. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.
6. The presiding officer may:
 - a) Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant
 - b) Request any individual to leave the meeting when the person does not observe reasonable decorum
 - c) Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting
 - d) Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting
 - e) Waive these rules with the approval of the full Board
 - f) Respond directly to questions, refer questions to the appropriate person or persons, or have them answered in a timely manner
7. Electronic recording devices and cameras other than those used as official recording devices will be permitted at meetings under the rules provided by the Board.
8. Complaints regarding individual students or school-based employees may not be addressed. Any such concerns should be directed to the school Principal.
9. No placards or banners will be permitted within the meeting room or on school grounds without prior written approval of the Board president.
10. The meeting agenda and all pertinent documents shall be distributed to the appropriate persons and published as provided by law.

Revised