

From the
**ZANE STATE COLLEGE
BOARD OF TRUSTEES
POLICY MANUAL**

SECTION 6. MEETINGS OPEN TO THE PUBLIC

A. Hearing of Citizens

Citizens of the College district, College employees or students may appear before the Board of Trustees according to the following procedures.

1. At any regular or duly called special meeting of the Board of Trustees, those desiring to speak on any item on the Agenda may do so subject to the following rules:
 - a. The guest must register with the Board Secretary giving name, address, and Agenda item he wishes to discuss.
 - b. The guest must be recognized by the presiding officer at the point on the Agenda entitled "Public Participation."
 - c. The guest must restrict remarks to the time allocated by the presiding officer, usually five (5) minutes.
 - d. The guest must confine remarks to the Agenda item.
 - e. The guest must observe decorum which enhances the dignity and business nature of the meeting.

2. If a citizen of the College district or student desires to appear before the Board of Trustees on a subject matter not on the Agenda, he must give a request in writing to the Chairperson or Secretary of the Board at least ten (10) days in advance of a regularly scheduled meeting of the Board. The request must state the subject he or she wishes to speak on as well as an outline of the subject matter to be presented. If the Board decides to grant a hearing, the petitioner will be notified of time, date and place at least forty-eight (48) hours before the meeting date. It is the policy of the Board of Trustees to hear all citizens who have a responsible presentation to make and one which is germane to the operation of the College and which will aid the Board of Trustees in fulfilling its legal responsibilities.



ARTICLE V • MEETINGS

SECTION 6. MEETINGS OPEN TO THE PUBLIC (CONTINUED)

A. Hearing of Citizens (Continued)

3. College employees wishing to speak on non-Agenda items may, at the discretion of the Board of Trustees, appear before the Board provided he has stated his desire and reasons to the President of the College at least ten (10) days prior to a regular meeting date of the Board. This applies to desired appearances not covered under the Grievance Procedure approved by the Board of Trustees.
4. Concerning matters of personal grievance, the employee shall submit a written statement to the President detailing the nature of the items presented. The employee shall also submit exact copies of this statement to his immediate supervisor along with sufficient copies for all administrative personnel concerned as indicated by the approved administrative structure.

If a hearing is to be granted, the employee will be notified of the time, place and date to appear at least forty-eight (48) hours prior to the meeting time. The decision as to whether the meeting will be private or public will be at the discretion of the Board of Trustees unless required to be public by law.

Groups containing over two members are to be represented by one or two spokesman.

Discussion of personal grievances with the individual Board members shall be discouraged and may be considered unethical; however, such matters shall be encouraged before the Board as a body when there is evidence that all other avenues of recourse as provided in the Grievance Procedure have been exhausted.

