Approved: April 10, 2026
Resolution No.: 26-04

UNIVERSITY OF CLEVELAND PREPARATORY SCHOOL

PUBLIC PARTICIPATION POLICY AND REQUEST TO SPEAK FORM

Public Participation and Board Meeting Safety

The presiding officer of each Board meeting, and/or their designee, (hereinafter as the "Chair") is responsible for ensuring that the meeting of the Board is conducted with respect and order. Should any person violate procedures contained within this Policy, the Chair may take any action they determine reasonably necessary, including, but not limited to, requesting the individual to leave the meeting, calling for a recess or adjournment, or requesting the assistance of local law enforcement to assist with the removal of any person who has refused to leave after being requested to do so.

The Board of Directors (the "Board") is committed to providing a safe and healthy environment to all Board meeting participants. Based on guidance as may be provided from local health departments, departments of the State of Ohio, or other entities, along with the Chair's independent evaluation of the specific circumstances of each Board meeting, the Chair is hereby authorized to determine whether any safety measures are necessary to ensure the Board is able to safely and effectively conduct its business while allowing for public participation.

Such safety measures may include, but are not limited to, requiring all individuals to wear properly fitting face masks/shields, setting occupancy limits for in-person attendance within the meeting room, and requiring that persons practice social distancing during the meeting. In the event that any member of the public would be unable to physically attend the meeting due to the enforcement of any safety measure, the Board will provide alternative opportunities for attendance. Such opportunities shall be determined at the discretion of the Chair and may include, but are not limited to, attendance through tele- or video-conference or identification of an alternative meeting room within the existing meeting facility.

Any safety measures deemed necessary by the Chair will be required for all in-person attendants and will be enforced in an equitable and non-discriminatory manner.

Public Comment Procedures

Oral communications from persons other than Board members on matters before the Board or of interest to the Board shall be encouraged within reasonable limitations and shall be received at regular Board meetings within and subject to the following procedures:

1. Any person or group wishing to place an item on the Board's agenda shall submit a Request to Speak Form ("Form") to the Board's Secretary no later than one (1) business day prior to the meeting. Forms will be made available

upon request. The Form shall provide for the person's name, address, the organization the person represents and the item(s) on which the person requests to speak;

2. The Secretary shall organize the Forms in chronological order according to the Board agenda. Items appropriately assigned to new or unfinished business shall be brought up at that time, and participants recognized to speak will be called by name by the Chair;

3. Unless otherwise permitted by the Chair and agreed to by the Board, no person shall speak for more than two minutes and, at the prerogative of the Chair, may be limited to one topic per meeting;

4. Unless otherwise permitted by the Chair and agreed to by the Board, no more than three persons shall be permitted to speak on any single issue;

5. The public comment portion of any meeting shall be limited to no more than twenty (20) minutes per meeting. Individuals wishing to make public comment must be called by the Chair, state their name for the record, comply with all requirements of this Policy and are limited to two minutes per topic;

6. Matters currently under negotiation or litigation will not be discussed in public. Matters related to personnel or involving personally identifiable student information should be addressed in executive session;

7. All persons speaking at any Board or committee meeting shall confine all their remarks to the issue(s) at hand and direct such comments to the Board as a whole. No person, so speaking, shall make any reference to personalities, make derogatory statements concerning any individual or organization, act in a disorderly manner, or address or question individual Board members. Any violation of this paragraph shall subject the speaker to immediate forfeiture of the floor and continued violation of this paragraph shall subject said person to expulsion from said meeting;

8. Any recording equipment must be silent, unobtrusive, self-contained, self-powered and not interfere with the ability of others present to hear, see and participate in the proceedings. Persons recording all or portions of a Board or committee meeting should inform the Chair prior to doing so, and due to the nature of Board meetings, may not comment, interview, or otherwise speak during the meeting unless otherwise called by the Chair; and

9. The Board may respond immediately following a speaker. However, some issues require research and deliberation before an appropriate response can be made. If a full response is desired, particularly for complex issues, a letter of request to the Board is recommended with questions or concerns clearly stated.

REQUEST TO SPEAK FORM

Name:_____

Address:_____

City, State, Zip:_____

Phone:_____

Organization:_____

Subject matter you wish to speak about:_____

_____

I acknowledge that I have read the School's Public Participation Policy and I agree to abide by the rules and procedures outlined therein. Moreover, I recognize that my failure to do say may lead to removal from the public meeting.

_____

Signature