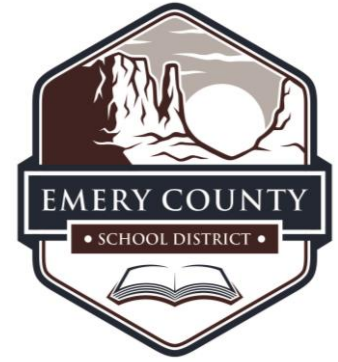


# EMERY SCHOOL DISTRICT

## A CITIZEN'S GUIDE TO BOARD OF EDUCATION MEETINGS



### Welcome

Members of the Board of Education and District administration invite and appreciate your interest in the Board meetings of the Emery School District. Public understanding, participation, and communication are vital to achieving our mission.

### Board Member Responsibilities

- The Board is comprised of five Emery School District citizens. By State constitution, the Board acts as a legislative body, determining general policies for the District. These five citizen Board members hire and evaluate the Superintendent of Schools and Business Administrator.
- The Superintendent and administrative staff are responsible and accountable for execution of these policies.

### School Board Meetings

- Meetings are generally held on the first Wednesday of the month, except in summer months. Meeting locations rotate throughout the County. Our website has a current schedule.
- Board meeting agendas are set by the Board President and prepared by the Business Administrator. Individuals or groups with questions about the agenda or agenda items should contact the Business Administrator.
- The Utah Open Meeting Law prohibits the Board from taking action on items that do not appear on the agenda.

### Addressing the Board

The purpose of a Board meeting is for the Board to conduct its business in public as provided by State law.

- Individuals or groups wishing to address the Board concerning an item on the agenda, or during a public hearing, may do so by submitting a "Request to Address the Board" form to the Business Administrator prior to the meeting. This form is available at meetings or on the District website.
- Individuals will be allowed three minutes to make remarks, and a representative of a group will be allowed five minutes.
- Individuals are expected to conduct themselves and present their comments in a respectful and courteous manner.
- As a reminder, some topics and issues are more appropriately addressed through alternative forums or procedures.

### Respect for Individuals

Discussing the character, competence, or physical or mental health of an individual will not be permitted in open meeting. Mentioning specific names or providing other information that may identify an individual in such a discussion is not appropriate and will not be allowed. Your cooperation is appreciated.

### Public Comments

We always welcome your comments during the public comment portion of our meetings. Please respect that the public comment period is not a debate, interactive Q&A session, or a dispute resolution forum. It is an opportunity for you to express comments, suggestions, or concerns to the Board for our information & consideration.

### Questions?

Questions or requests for further information may be directed to the Business Administrator at 435-687-9846.