

**MANCHESTER CITY SCHOOLS**  
**Policy Manual**

**Descriptor Code:** 1.404 Appeals to and Appearances Before the Board  
**Issued Date:** 09/06/11  
**Rescinds:** 1.404 Appeals to and Appearances Before the Board  
**Rescind Date:** 10/04/10  
**Review Month:** July/August

**APPEALS TO THE BOARD**

Any matter relating to the operation of the school system may be appealed to the Board. However, the Board desires that all matters be settled at the lowest level of responsibility and will not hear complaints or concerns which have not advanced through the proper administrative procedures from the point of origin.

If all administrative channels have been pursued and there is still a desire to appeal to the Board, the matter shall be referred in writing to the office of the director of schools and the Board shall determine whether to hear the appeal.

**APPEARING BEFORE THE BOARD**

Individuals desiring to appear before the Board at a regular School Board meeting may request placement on the agenda by submitting a written request with descriptive materials to the office of the director of schools ten (10) working days before the meeting. If the request is approved by the Executive Committee, the item will be placed on the agenda.

**GUIDELINES FOR APPEARING BEFORE THE BOARD**

Members of the public appearing before the board will be recognized at the beginning of the meeting and given time to speak when their topic of interest is addressed on the agenda. Members of the public appearing before the Board shall adhere to the following guidelines:

- Each person speaking shall state his name, address, and subject of presentation.
- Remarks will be limited to three (3) minutes unless time is extended by a majority vote of the Board.
- Individuals speaking to the Board shall address remarks to the chairman and may direct questions to individual board members or staff members only upon approval of the chairman.
- Delegations must select only one individual to speak on their behalf unless otherwise determined by the Board.
- The chairman shall have the authority to terminate the remarks of any individual who does not adhere to the above rules or chooses to be abusive to an individual board member or the Board as a whole.<sup>1</sup>
- Members of the Board and the director of schools may have the privilege of asking questions of any person who addresses the Board.
- Sufficient background material will be provided by the speaker.

The chairman may recognize individuals not on the agenda for remarks to the Board if he/she determines that such is in the public interest. A majority vote of members present can overrule the decision of the chairman.

Recognition of individuals who are not citizens of the school system is to be determined by a majority vote of the Board.

Individuals desiring additional information about any item on the agenda shall direct such inquiries to the office of the director of schools.

**PUBLIC COMMENTS AT A BOARD WORK SESSION**

To make public comments before the Board, a member of the public may speak during the public comments portion of the work session agenda. Public comments shall be the first item of the work session agenda and shall be limited to a maximum of thirty minutes. Speakers will comply with the following guidelines:

- Remarks by individuals will be limited to three (3) minutes unless time is extended by the Board.
- Each person speaking shall state his/her name, address, and subject of presentation.

# MANCHESTER CITY SCHOOLS

## Policy Manual

- Delegations must select only one individual to speak on their behalf unless otherwise determined by the Board.
- The chair shall have the authority to terminate the remarks of any individual who is disruptive or does not adhere to Board rules.<sup>1</sup>
- Members of the Board and the director of schools may have the privilege of asking questions of any person who addresses the Board.

---

### Legal References:

1. [TCA 39-17-306](#)

---

### Cross References:

[1.400 School Board Meetings](#)

[1.403 Agendas](#)

[5.502 Complaints About School Personnel](#)