

## **St Mary's College – Governance Manual Policy**

### **2.1.12 Public Attending Board Meetings Procedure (NB: Copies of this Procedure is to be on hand at all BOT Meetings and will be added to the St Mary's College website)**

In order to understand the rules that apply to members of the public attending Board Meetings, members of the public are asked to read the following:

1. Board Meetings are not public meetings, but meetings held in public.
2. If the meeting moves to exclude the public (usually this is to protect the privacy of individuals) then the public will be asked to leave the meeting until this aspect of business has been concluded.
3. Members of the public may request speaking rights on a particular subject that is on the agenda. Preferably, this request has been made in advance. Public participation is at the discretion of the Board. This procedure will be made available to the public.
4. Speakers shall be restricted to a maximum of three minutes each per speaker, with a time limit of fifteen minutes per interest group.
5. The Chair may limit the number of speakers on any one topic.
6. Speakers are not to question the Board and must speak to the topic.
7. Speakers shall not be disrespectful, offensive, or make malicious statements or claims.
8. If the Chair believes that any of these have occurred or the speaker has gone over time, they will be asked to finish.

Members of the public include staff and parents of the school who are not trustees on the Board.

**Review Schedule: Triennially**

**Reviewed: July 2019**

**Approved by the BOT: C. Brownie/Sr. L. Garchow (Unanimous)**