



## **Protocol for Public Participation in a Board Meeting**

Welcome to The Springfield Prep Charter School's board meeting. We appreciate your interest and involvement in making our organization a success.

For your convenience, we have outlined below Springfield Prep's protocol for public comment and participation during our Board Meetings.

### **Meetings**

- We welcome the public to all of our meetings.
- Springfield Prep adheres to all of the requirements of the Massachusetts Open Meeting Law.
- The purpose of the Massachusetts Open Meeting Law is to "ensure transparency in the deliberations on which public policy is based." You may witness board deliberations, but you may not participate in those deliberations.

### **Seating**

- Board Members, Springfield Prep senior staff, and the Executive Director are invited to sit at the board table. A public seating area is provided for parents, teachers and other guests.

### **Public Comments**

- The board will provide a time for brief public comment at the outset of each board meeting.
- Per the Open Meeting Law, a member of the public may not address the board without the permission of the Chair. A member of the public is not permitted to disrupt a meeting of the board, and at the request of the chair, all members of the public shall be silent.

### **Concerns or Complaints**

- For concerns or complaints that a member of the public wishes to have addressed during a Board Meeting, please submit them in writing to the Board Chair, Robert L. Leonard, at [board@springfieldprep.org](mailto:board@springfieldprep.org), forty eight (48) hours in advance of the meeting. The Board Chair will consider those items for inclusion on the next board meeting agenda, and you will be notified 24 hours in advance of the meeting whether the item will be included.

Thank you again for attending our board meeting.