

# Marion County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: <b>Appeals to and Appearances Before the Board</b>	Descriptor Code: 1.404	Issued Date: 04/08/24
		Rescinds: 1.404	Issued: 08/14/23

## 1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the  
3 parties shall attempt to settle all matters at the lowest level of responsibility, and the Board shall not hear  
4 complaints or concerns which have not advanced through the proper administrative procedure. If all  
5 steps of the administrative procedure have been pursued and there is still a desire to appeal to the Board,  
6 the matter shall be referred in writing to the office of the Director of Schools, and the Board shall  
7 determine whether to hear the appeal.

8 Any appeals to the Board about employee complaints, whether made to the Board as a whole or a board  
9 member as an individual, and after referral to the Director of Schools for study and possible solutions  
10 shall be referred to the Board in writing. The Board shall determine whether it will hear the individual  
11 or group who shall follow the same procedures set forth below for other members of the public.

## 12 APPEARING BEFORE THE BOARD

13 Individuals speaking to the Board shall address remarks to the Chair and may direct questions to  
14 individual board members or staff members only upon approval of the Chair. Each person speaking shall  
15 state his/her name and subject of presentation. The Chair shall have the authority to terminate the remarks  
16 of any individual who violates state law or does not adhere to board rules.<sup>1</sup>

### 17 *Public Comment Period<sup>2</sup>*

18 There shall be a public comment period for each meeting with actionable items on the agenda, with the  
19 exception of teacher disciplinary hearings. Comments shall be limited to topics listed on the agenda. The  
20 total public comment period shall be for no more than a **total of Fifteen (15) Minutes**. If an individual  
21 wishes to address the Board, he/she shall sign up on the form provided before the beginning of the board  
22 meeting to request time to speak. Each speaker shall be given no more than **Three (3) Minutes per**  
23 **speaker of time to speak**. Delegations shall select only one (1) individual to speak on their behalf unless  
24 otherwise determined by the Board.

### 25 *Adding an Item to the Agenda*

26 Individuals desiring to appear before the Board as an agenda item shall submit a written request with  
27 descriptive materials to the office of the Director of Schools at minimum **Two (2) Weeks** before the  
28 meeting. If the request is approved by the executive committee, the item will be placed on the agenda.  
29 Individuals placed on the agenda will be recognized at the beginning of the meeting and given **Five (5)**  
30 **Minutes of time** to speak when their item is addressed on the agenda. All requests submitted will be  
31 included in the board packet.

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**Legal References**

1. TCA 39-17-306
2. Public Acts of 2023, Chapter No. 300

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**Cross References**

School Board Meetings 1.400  
Public Hearings 1.401  
Agendas 1.403  
Discrimination/Harassment of Employees 5.500  
Complaints and Grievances 5.501  
Student Discrimination, Harassment, Bullying, Cyber-  
bullying, and Intimidation 6.304  
Student Concerns 6.305