



## Procedure: Subjects at LCAB Meetings

1. Guests are welcome at Our Lady of the Lake Advisory Board (LCAB) Open Meetings.
2. The LCAB Agenda will provide an opportunity for guests to be introduced and to speak during the Open Forum portion of the meeting.
  - a. Guest Submissions provided prior to the LCAB meeting will be provided priority to be addressed first.
  - b. Guests requesting to address the board at the meeting will be provided the opportunity as time allows.
3. To receive the Board's consideration prior to the LCAB meeting:
  - a. **Guest Submission**: Guests must contact the LCAB at [AdvisoryBoard@OLLakers.org](mailto:AdvisoryBoard@OLLakers.org) or an LCAB board member 1 week before the meeting to be considered for inclusion in the LCAB meeting agenda.
  - b. **Agenda Consideration**: Upon receipt of guest submission, forward the submission to the LCAB Board Members to allow for transparency of issues being communicated to the Advisory Board.
    - i. The President will determine inclusion in the agenda or what actions are needed to move forward with the submission. The President, at their discretion, may consult the Officers or any other Board member(s) for guidance.
  - c. **Handling Confidential Matters**: If a submission contains confidential information (i.e. related to salaries, students, teachers, or staff), then it will NOT be included in the agenda. In such cases, the President, acting as chief board member, will communicate to the Guest before the scheduled LCAB meeting recommending appropriate next steps.
4. To receive the Board's consideration during the LCAB meeting as time allows:
  - a. The President or presiding officer will introduce each guest who wishes to speak.
  - b. Each guest will be provided a 3-minute time limit to allow guests an opportunity to be heard.
  - c. Since the purpose is to receive input from guest(s), board members can ask clarifying questions only and should refrain from comment or reaction.
  - d. Items identified during the guest(s) presentation will be reviewed at the end of the meeting for the next agenda.
  - e. This policy specifically prohibits guest(s) comments in regard to individual student problems, parent complaints about staff, or the airing of any grievance. These items are to be handled through appropriate administrative channels.
5. These procedures for guests shall be communicated to parents on the school website.

