

Process for patron appearance before the COSSA Board of Trustees

References: COSSA Board Policy 104, Public Appearance Policy
COSSA Board Policy 312, Grievance Procedures
COSSA Employee Handbook
Idaho Code 74-206(b)
Idaho Code 74-206(d)

In accordance with COSSA Board Policy 104, the public is welcome to attend meetings of the COSSA Board of Trustees. Regular Board meetings are normally held the third Monday of each month in the Board Room of CRTEC, 109 Penny Lane, Wilder, Idaho, at 6:00 p.m. Additionally, Special Meetings are held from time to time on an as-needed basis. Such meetings are held in the same location and are posted in accordance with Idaho Law.

Request to Address the Board:

If a patron of the COSSA consortium wishes to address the Board on a specific matter, they may request to be placed onto the published Agenda for the meeting at which they wish to appear. The following steps are the process which a patron should follow to appear before the Board.

1. At least one week (5 working days) before the regular Board meeting at which the patron wishes to appear, the patron will contact the Chief Executive Officer, or in his/her absence, the Clerk of the Board, with a request to be added to the meeting agenda. That request will be made in writing, which includes delivery by email or fax.

2. The patron making the request must identify themselves fully by name and address – there are no instances where any matter may be raised “anonymously” at a public hearing.

3. If the patron making the request intends to be represented by an attorney, the request to be placed onto the agenda must be made at least two weeks (10 working days) before the regular Board meeting at which the patron wishes to appear. This extra time is to arrange for the Board’s attorney to also be present.

4. The request – which becomes an item on the meeting Agenda – must be specific enough that any other member of the public reading the published Agenda will understand the issue being raised. All items on the Agenda are meant to be openly discussed at the public Board meeting, and other members of the public may not be excluded from the conversation unless the matter is of a personal nature (see paragraph 5 below).

5. If the patron raises a matter of a personal nature dealing with a student, staff member, Board member, or another patron, the patron initiating the matter may request that the issue be discussed in Executive Session. However, adjournment into Executive

Session is governed by Idaho Codes 74-206(b) and 74-206(d), and the matter must fit one of the allowed categories before the Board may (not will – there are no guarantees) allow the closed meeting.

6. Ultimately, the decision as to whether or not to add the requested matter to any Agenda will be left to the Board.

7. Decisions made by the Board of Trustees are final. If the patron remains convinced that they have been wronged, the patron may file a petition to bring the matter before a district judge. The costs of filing the petition and any attorney fees are the responsibility of the patron.

Public Input:

Additionally, there are times when the Board's Agenda for a Regular or Special Meeting may include a component for Public Input. During such time, a member of the public may have the opportunity to speak to a matter that is scheduled on the Board's Agenda for that evening.

A patron cannot raise a matter in Public Input which should be a matter raised in Executive Session. Whether or not an Executive Session will be held will be left to the sole discretion of the Board.

Concerns or Complaints:

Grievances raised by COSSA staff members will be processed in accordance with COSSA Board Policy 312, Grievance Procedures.

Staff members who wish to address the Board on non-grievance issues will follow the procedures outlined in the COSSA Employee Handbook.

Patrons who have a complaint are asked to address that complaint with the COSSA Chief Executive Officer in an effort to resolve the complaint at a level below the Board of Trustees. If an individual has not attempted to resolve such complaint or concern with the Chief Executive Office at the time appearing before the Board, the likely end result will be directing the patron to first follow up with such individuals. The Board does recognize that not all issues will be able to be resolved by the Chief Executive Officer and that a matter of complaint or concern may eventually reach the level of the Board for potential resolution.

Minutes/Transparency:

Minutes of all Board of Trustee meetings are taken and, once approved by the Board, published on the COSSA website. This includes patron issues raised at Board meetings.

Executive Session discussions are not addressed in any level of detail in the Board's Minutes so as to maintain the statutorily intended confidentiality of the subject matter addressed.