

PUBLIC PARTICIPATION AT BOARD MEETINGS
(Procedures for Individuals Addressing the Board)

The public is invited to attend Board meetings and individuals are given a designated time to express viewpoints during the public hearing portion of the meeting. Anyone wishing to address the Board of Education during the hearing of the public portion of the Board meeting will comply with the following rules.

1. Complete a request form prior to the hearing of the public and submit it to the Communications Director.
2. When called upon, identify yourself and state your reason for addressing the Board.
3. Address the Board as a whole through the President, and not Board members, individually.
4. Materials for distribution to the Board are handed to the Treasurer.
5. Limit remarks to **three (3) minutes**. The President has the discretion to extend the time. When your time is up, you are to stop speaking.
6. It is inappropriate to address any matter involving pending disputes, grievances under a labor agreement, disciplinary action involving an employee or a student, ongoing labor negotiations, concerns or matters that have already been settled and/or any matter which because of its nature is deemed appropriate to be discussed in executive session. The purpose of the public hearing portion of the meeting is for members of the public to express viewpoints and public concerns.
7. A copy of these procedures is made available at each Board meeting.
8. The Board, at its discretion, strives to respond, in a timely manner, to viewpoints presented during the hearing of the public.

Tear off and present to the Communications Director

REQUEST TO ADDRESS THE BOARD

(Please print clearly. All areas must be completed.)

NAME _____ DATE _____

ADDRESS _____

ORGANIZATION _____

SUBJECT OF REMARKS _____

TELEPHONE NUMBER _____

E-MAIL _____