



**Public Participation at Board Meetings**  
(Request to Appear before the Board)

This form must be completed and returned with written statement to the Board of Education Secretary at least 24 hours prior to the date of the meeting at which you want to speak. Your request will be referred to the Board of Education Attorney.

Unless you are notified to the contrary, you will be placed on the agenda subject to the following rules:

1. Time limit of presentation will not exceed five minutes;
2. Subject matter, other than that of policy, will be referred to the Administration for proper handling;
3. Subject matter must be limited to issues, without reference to personalities;
4. Presentation will be in consonance with good taste and decorum befitting the occasion and dignity of the Board Meeting;
5. Presentation must be submitted, in writing, with request form.
6. The subject matter to be addressed must be on the agenda to be voted on or discussed during the formal board meeting at which you requested to speak.

Name \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

Individual or Organization (if any) you represent \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note: Board meetings are conducted for the purpose of carrying on the business of the schools, and, therefore, are not public meetings, but meetings held in public. The Board recognizes the value of public comment on the educational issues and the importance of involving members of the public in its meetings. To permit fair and orderly expression of such comment, the Board will provide a period during which visitors may make formal presentations. Such presentations should be scheduled in advance. The Board will allow individuals to express an opinion prior to Board action on agenda items. After identifying themselves, speakers will make comments as briefly as the subject permits. The Board requires that such participants be either residents or employees of the School District or the designee of such residents or employees. Any representative of a firm eligible to bid on materials or services solicited by the board will also be entitled to express an opinion. No person will present orally or discuss at an open meeting of the Board complaints against individual employees of the School District on matters involving disciplinary action against employees or students until all administrative requirements relating to employee grievances or student disciplinary matters have been followed. The presentation will be limited to five minutes. The Chair may limit the number of individuals who will be recognized to speak on one side of any given issues. The number of presentations to be made at any given Board Meeting may also be limited at the discretion of the Chair. Individuals who wish to make a presentation should file a request, in writing, to the Board of Education Attorney. At his/her discretion, the Board of Education Attorney, may waive the requirement that the notification be in writing. Notifications shall be received by the Board of Education Attorney one day prior to the meeting and shall include the presentation, in writing, to be brought to the Board's attention.