

# Speaking During Board Meetings

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The Board of Education welcomes public comment at each regularly scheduled meeting under the Audience to Visitors Public Comment & Communication portion of the agenda.

Each person who wishes to speak must sign up prior to the start of the meeting with the recording secretary. Comments should be limited to 5 minutes. Comments should be in good taste and demonstrate consideration for others. Comments regarding specific individuals are inappropriate.

Although the Board of Education meeting is a meeting in public, it is not a public meeting. Proper etiquette throughout the regular meeting would be to remain silent while the Board discusses its business.

***“All regular meetings of the board shall be open to the public”... “Time shall be reserved at each regular meeting of the board for hearing of visitors and citizens groups.”***

Visitors who address the board should be mindful of the following:

A fifteen-minute period will customarily be provided for public presentations at the beginning of the meeting.

In both instances, participants may present written or oral statements or requests. The board would appreciate receiving copies of any written statements. These statements or requests must be limited to five minutes. Unless an answer to a question is provided in the board's written policies, established regulations, or procedures, the board will not respond to the request at the same meeting, nor will it take action on a proposed recommendation, but may defer the item to a later meeting.

The board suggests some guidelines that may be helpful:

1. Each person wishing to speak should limit his remarks to five (5) minutes.
2. If there are many citizens desiring to speak on the same subject, they will be asked to limit their presentation so that each different subject may be given fair presentation time.
3. Citizens should not expect an immediate reply from the board since this is the time for citizens to be heard and not the time for decisions to be made. If the board feels there is need to discuss the citizen's matter of interest further, it may place the matter on the agenda for a future meeting.

The school board appreciates your assistance in helping it discharge its duties properly.