

Public Comment Guidelines

The Marion County Board of Education welcomes public comment during most regular meetings and at public hearings. Generally, School Board members do not respond to public comment during a meeting or hearing.

Time – Each speaker may speak up to five minutes. The board chair will keep time and offer a verbal indication of when a speaker’s time has expired. The speaker is expected to conclude their comments within 30 seconds of notification from the chair. If a large number of speakers are expected on a particular topic, the Board may limit the total time for comment and/or may reduce the time allotted for each speaker and will announce this change in advance. Speakers are encouraged to prepare their remarks to fit within the 5-minute limit.

Topics – All comments should address a matter of public concern related to Marion County Public Schools. The School Board requests that comments related to an individual student or staff member be directed to the appropriate staff, and not shared at a public meeting where the disclosure could violate applicable confidentiality requirements.

Decorum – Speakers are encouraged not to engage in personal attacks. The School Board expects that each speaker will be courteous, modeling for our students how one can respectfully disagree with others’ views. Speakers will address their comments to the entire School Board and not to one individual Board member, the Superintendent, a staff member, or the audience. If a speaker does not abide by these guidelines, they may be asked to cease their comments. If necessary, the chair may call a recess of the meeting until order can be re-established.

Accommodations - To ensure all citizens have an opportunity to speak, the Board has established the following guidelines:

- Any person with a disability who needs accommodation to provide public comment is requested to contact the School Board office at 270.692.3721 at least 3 business days in advance of a meeting to request assistance.
- Any person who would like the Board to provide an interpreter to assist them in providing public comment is requested to contact the School Board office at 270.692.3721 at least five business days in advance of a meeting to request assistance. The Board will make every effort to provide interpretation.

Signing up to Speak – Speakers may address an item not on the agenda during Public Comment or may address an item on the Board Meeting agenda when that item is discussed.

- Persons wishing to address the Board on an issue not on the agenda must request to be on the agenda for the next regular Board meeting. The request must be made by completing Form 01.45 AP.2 and must be received (not postmarked) in the Board Office by 3:00 p.m., five (5) business days prior to the regular Board meeting. Every individual, even if addressing the same issue, must submit a request. The individual may be asked to address their issue with the Principal and possibly the Superintendent before being added to the Board Agenda. Form 01.45 AP.2 can be found at [this link](#).
- Persons wishing to address the Board concerning issues on the agenda may do so by signing in when they enter the meeting. They shall be called on by the chair when that item is discussed.

Speakers are called in the order in which they sign up, however, if students sign up to speak, they will be called first. Speakers may not speak more than once on a specific topic. Speakers who wish to comment on more than one topic must sign in for each item.

Written Comments – The Board encourages all members of the community to provide written comments on issues related to Marion County Public Schools. Written comments may be submitted directly to Board Members via email. Email addresses can be found here:

<https://www.marion.kyschools.us/page/board-of-education>.