



Bartow County Board of Education

Public Participation Sign-In

Board of Education Meeting Date:

The Bartow County Board of Education welcomes visitors and will hear any interested citizen and/or employee of the school system pursuant to the guidelines established by the Board. Public participation will occur prior to the Business Meeting Consent Agenda review at the monthly Board Work Session Meeting.

Name:	Address: (only if response is requested)	Phone
Materials for the Board	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Issues to be addressed (Please do not list specific personnel by Name)		

Rules of Conduct for Speaking Before the Board of Education

Individuals desiring to appear before the Board must first complete a sign-in sheet which shall be available from 5:15 p.m. – 5:45 p.m. prior to the start of each Work Session/Business Meeting or an electronic sign-in sheet submitted no later than noon on the day of the meeting. The form must be completed online at www.bartow.k12.ga.us. Any form received electronically after noon will be held until the next opportunity for public participation.

The Superintendent or designee will provide these forms to prospective speakers and be available to answer any questions regarding procedures. Any materials the speaker desires the Board to receive related to his/her remarks shall be given to the Superintendent or designee for distribution to the Board. **Items excluded from the Open Meetings Act will not be discussed during this session. (This includes certain land, legal reference, individual student discipline cases, and personnel items).** _____ (initial)

Speakers will be given three minutes to speak before the Board. The Board or its Chair may limit further the total time allocated for public participation as well as further limit or extend the length of individual comments at its discretion for the purpose of the efficient operation of the business of the meeting. The Board requests that any group or organization appoint a single representative to address the Board. A written response to each speaker will be provided by the appropriate administrator within thirty (30) days if requested by the speaker. In addition to the above, the following rules shall be followed when appearing before the Board:

1. State his/her name and address (address only if response requested);
2. All remarks shall be made to the Board as a body and not to a particular board member;
3. All speakers are to keep remarks civil; no persons shall be allowed to make obscene, derogatory, or slanderous remarks while addressing the Board;
4. No person shall be allowed to disrupt or interfere with procedures;
5. Remarks shall end when the speaker's allotted time has expired; and
6. Questions from the Board members and/or the Superintendent may be asked for clarification, however, no person shall be permitted to enter into any discussion either directly or through any member of the Board. The Chair of the Board is responsible for enforcing these procedures. Those attending a meeting or speaking during public participation who violate procedures will be warned by the Chair. A continued violation may result in a person prohibited from appearing before the Board for up to sixty (60) days.