A request to speak to the Board

*Before we can proceed, we need a little information...*

Do you wish to merely speak to the board?

- If so, this is referred to as the Community Forum.

**Steps for speaking at the Public Forum**

1. Complete and return a request form (open forum request form attached) to the Superintendent's Office, at least three (3) business days prior to the scheduled board meeting for non-agenda discussion and at least one (1) business day prior for discussion directly related to a posted agenda item.
2. Be at the Board Meeting, at least 15 minutes prior to its start to check in.
3. Wait to be recognized by the Board President during the "Recognition of Visitors" section of the agenda.
4. Stand and identify yourself by name, address, and if applicable the organization you are representing.
5. Remember to limit your remarks to 3 minutes.

**Note:** *State law prohibits the board's deliberation, discussion or action of any item not on the official agenda.*

**Steps for Accolade, Praise, Thank You or Donation**

1. In writing (open forum request form attached) give your name and the name of the organization, if applicable.
2. Identify the accolade, award, or gift.
3. Submit to the superintendent's office at least 5 business days prior to the board meeting.

**Steps for Formal Complaints**

1. Identify the complaint as Public Complaint, Student/Parent Complaint, or Employee Complaint.
2. Pick up the proper packet of information regarding the complaint at the district administration office.
3. Read the packet of information and follow the steps outlined in the board policy that is included in the packet.

Rev. 6/15/17
OPEN FORUM REQUEST

DATE: ______________________

Name: ______________________

Address: ____________________

Phone Number: ______________

TOPIC TO BE DISCUSSED: ______________________

SIGNATURE

BOARD MEETINGS: AS PER TASB Policy BED (LOCAL)
LIMIT ON PARTICIPATION

Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

PUBLIC COMMENT

At regular meetings the Board shall allot 30 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.

No presentation shall exceed three minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.

BOARD'S RESPONSE

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

COMPLAINTS AND CONCERNS

The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy (see list below) to seek resolution:

Employee complaints: DGBA

Student or parent complaints: FNG

Public complaints: GF

DISRUPTION

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting.