

**Open Forum**

The president or presiding officer may ask patrons attending if they would like to speak during the open forum. Rules for the public forum will be available from the clerk prior to the board meeting and at the meeting itself. The board president may impose a limit on the time a visitor may address the board. The board president may ask groups with the same interest to appoint a spokesperson to deliver the group's message. Except to ask clarifying questions, board members shall not interact with speakers at the open forum.

**Patron-Requested Agenda Items**

Any patron may request addition of a specific agenda item and shall notify the superintendent {seven} days prior to the meeting and state the reason(s) for the request. The superintendent shall determine whether the request can be solved by staff without the patron's appearance before the board. If not, the superintendent shall consult with the board president, and the patron's request may be placed on the next regular board meeting agenda.

**Handling Complaints (See KN)**

The superintendent may refer complaints to the board only if a satisfactory adjustment cannot be made by a principal, the superintendent, or other appropriate staff members.

Approved: USD 281 – 10/04

KASB Recommendation – 1/01

**Sample Only: Decide on local time limits, retype and  
file with the clerk after board approval.**

---

---

**Request to Add an Agenda Item**

This form must be completed and returned to the clerk or the superintendent at least {\_7\_} days before the meeting at which you wish to speak. Your request will be reviewed, and one of two recommendations will be made:

1. Referral of your request to the appropriate administrator.
  2. Decision by the Board of Education to add as agenda item.
- Presentations shall not exceed {\_5\_} minutes.
  - Subjects, other than policy issues, will generally be referred to the administration.
  - Comments shall be limited to issues and not refer to personalities.
  - Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
  - Typed copy or an outline of your presentation {must/should} be included with this request form.

Permission to appear before the board at a regular meeting is subject to the above rules.

Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

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

Organization's address \_\_\_\_\_

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

District official's signature \_\_\_\_\_

Date received \_\_\_\_\_ Time received \_\_\_\_\_

Approved: