



BEDFORD AREA SCHOOL DISTRICT
PUBLIC REQUEST TO ADDRESS THE BOARD

DATE: _____

NOTE: The Board recognizes the opportunity for Citizens of the Community to address the Board or a Public Meeting by use of a controlled process. Those wishing to address the Board should exercise sound judgment, use factual information in presentations and avoid antagonism. The following rules of conduct shall prevail in the process. I agree to abide by the rules as listed.

Signature: _____

1. The Board President retains the right to discontinue any public addresses.
2. Presentations are limited to **3 minutes per person**.
3. Personal or Personnel items will not be addressed at a Public Meeting, but will be referred to either Executive Meetings with the Board or processed through the Administrative Staff prior to request to address the Board.
4. Any item presented to the Board must have been processed through the Administrative Staff prior to request to address the Board.
5. Political, religious or other non-school groups should not use this process to advance their causes.
6. Any request to address the Board must be very specific.
7. The Board may not vote on any item presented to them at the same Meeting unless the item is considered to be an emergency.
8. Maximum time allocated per Board Meeting for Public addresses is set at 20 minutes.

ITEM: _____

PRINT NAME: _____

ADDRESS: _____ PHONE: _____