



Procedures and Guidelines for addressing the Board of Education

1. Register 24 hours in advance to address the BOE with the Board Clerk by calling 755-7000, by filling out a request form to add an agenda item, or signing in on the roster at BOE meetings. When situations warrant, the Board can remove the ability for signing in at a meeting and only allow those who have registered 24 hours in advance.
2. There is a time limit for your comments.
3. If your comments are regarding specific personnel or student issues, please notify the Board Clerk, as you may need to address the Board in executive session.
4. The Board President may ask groups with the same interest to appoint a spokesperson to deliver the group's message.
5. Except to ask clarifying questions, the board members will not interact with the speakers at the open forum

BCBI-R-3 Public Participation BCBI-R-3

Request to Add an Agenda Item

This form must be completed and returned to the clerk or the superintendent at least seven working 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 BOE to add as an agenda item.

Permission to appear before the board at a regular meeting is subject to the following rules:

1. Presentations shall not exceed 5 minutes.
2. Subject matter, other than policy issues, will be referred to the administration.
3. Comments shall be limited to issues and not refer to personalities.
4. Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
5. Typed copy, or an outline of your presentation must be included with this request form.

Request to Add an Agenda Item

Name _____

Address _____ Telephone _____

Individual or organization (if any) you represent _____

Organization's address _____

Signature _____ Date _____

District official's signature _____

Date received _____ Time Received _____

*Typed copy, or an outline of your presentation must be included with this request form.

Note: The policy BCBI does not apply to special board meetings unless the special meeting is a public hearing.