



### **Procedures and Guidelines for addressing the Board of Education**

1. Register 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.
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.