



## Speaker's Card for Public Participation at Board of Education Meetings

Any speaker wishing to present a comment or question to the Board of Education is asked to complete the information below. The card will be collected prior to the start of the Public Comment agenda item. Only individuals submitting a card will be recognized for his/her public comment by the Board president.

Board Meeting Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please provide a short written description of the topic you wish to address.

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## **SCHOOL DISTRICT OF CLAYTON**

### **Public Participation at Board of Education Meetings**

In an effort to provide an environment for effective public comment at Board of Education meetings, the School District of Clayton Board of Education has adopted the following protocols for public comment. Key points of the guidelines include:

- Any person wishing to address the Board must **fill out a “speaker’s card.”** The card will include the speaker’s name, address, email address and topic he/she wishes to address.
- Each speaker shall be allotted up to **three minutes for the statement.** At the discretion of the Board president prior to the beginning of the meeting, the time limit may be changed to accommodate the number of speakers.
- **Speakers are not to address the Board concerning specific personnel issues at a meeting.** A speaker will be immediately stopped from talking further if he/she speaks to a personnel issue. Such issues should be addressed using the District’s established procedures for sharing concerns about school personnel and, if necessary, brought to the Board’s attention in private.
- While the **Board does not directly respond to a speaker during public comment,** the Board will address speakers in the following manner:
  - The Board president may make **clarifying remarks** at the end of the public comment session to address any misstatements of facts.
  - The Board of Education may send a **written follow up to a speaker to respond to his/her question(s).**

**Please flip this over to fill out the speaker’s card if you wish to make a comment at a meeting.**