

**PUBLIC PARTICIPATION AT  
BOARD MEETINGS**

**REQUEST TO ADDRESS BOARD**

The Board President shall be responsible for recognizing speakers, maintaining proper order, and adhering to a time limit of thirty (30) minutes for all presentations and a maximum of five (5) minutes per speaker. In order to ensure that each individual has an opportunity to address the Board, the President may also set a time limit of less than five (5) minutes for individual speakers based upon the length of the comment period and number of requests received.

Questions of fact asked by the public shall, when appropriate, be answered by the President or referred to the Superintendent for reply. No action or discussion shall transpire among Board members regarding such questions or comments. Questions requiring investigation shall be referred to the Superintendent for later report to the Board. Questions or comments on matters that are currently under legal review will not receive a response.

Personal attacks upon Board members, staff personnel, or other persons in attendance or absent by individuals who address the Board are discouraged. Presenters are cautioned that statements or representations concerning others that convey an unjustly unfavorable impression may subject the presenter to civil action for defamation. Policies KE (K-1350), KEB (K-1450), KEC (K-1500), and KED (K-1550) are provided by the Board for disposition of legitimate complaints, including those involving individuals.

Please obtain a copy of the request form from Central Office during business hours determined by the school calendar and submit to the Superintendent no later than the start of the meeting time. Please reference policy BEDH (B-2150).

**I request permission to address the Board on the following topic:**

(Date)

(Name)

(Street Address)

(City) (State) (Zip)

(E-mail Address)

(Telephone Number) (Topic) (Representing)