

Appearing Before the Board (MSSD Policy 1.404)

Individuals desiring to address the board shall submit a written request to the director of schools requesting to be on the board agenda at least one week prior to the meeting. The person shall provide his/her name, address, phone number and the subject to be addressed. Presentations shall be limited to five (5) minutes unless the board by majority vote or agreement extends the time. The chairman shall have the authority to terminate the remarks of any individual who is disruptive or does not adhere to board rules. Individuals desiring additional information about any item on the agenda shall direct such inquiries to the office of the director of schools.

Public Comment Period

There shall be a public comment period for each meeting with actionable items on the agenda, with the exception of teacher disciplinary hearings. Comments shall be limited to topics listed on the agenda. The total public comment period shall be for no more than fifteen (15) minutes. If an individual wishes to address the Board, he/she shall sign up on the form provided before the beginning of the board meeting to request time to speak. Each speaker shall be given no more than three (3) minutes. Delegations shall select only one (1) individual to speak on their behalf unless otherwise determined by the Board.



MCKENZIE SPECIAL SCHOOL DISTRICT

114 BELL AVE.

MCKENZIE, TN 38201

O: 731-352-2246 F: 731-352-7550

Request to Address the Board

If an individual wishes to address the Board on an item on the agenda, he/she may sign up on the form provided before the beginning of the board meeting to request time to speak.

Individuals speaking to the Board shall address remarks to the chair and may direct questions to individual board members or staff members only upon approval of the chair.

Each person speaking shall state his/her name, address, and subject of presentation. Remarks will be limited to five (5) minutes. Groups wishing to appear before the Board shall select only one (1) individual to speak on the group's behalf.

Fill out the below information. Return this form to the Director of Schools or board of education secretary*.

Name: _____

Address: _____

Phone: _____

E-mail (optional): _____

Subject of Interest: _____

Signature of Requestor

Date of Request

*Per Policy 1.404, the above written request should be made one week prior to the scheduled meeting. There is also a Public Comment Period during each board meeting for a maximum of 15 minutes (3 minutes per speaker) that can be signed up for prior to the start of the board meeting.