

HAWKINS COUNTY BOARD OF EDUCATION
REQUEST TO ADDRESS THE BOARD

Individual speakers will be allowed up to three minutes to address the Board.

If you wish to address the Board, please state the Agenda Item or your questions/concern and hand the request to the Executive Assistant at the Board table. *Speaker slips must be turned in prior to the start of the meeting (6 P.M.) by the person speaking.* **The Board may not take action or enter into discussion on items not on the published agenda.**

I would like to address the Board during Public Comments on the following:

Name	Address
Signature	City/Zip
Date	Phone

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**GUIDELINES FOR REQUESTS TO ADDRESS THE BOARD
DURING THE PUBLIC PARTICIPATION SECTION**

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Board meetings are scheduled to begin at 6:00 p.m. All Requests to Address the Board **must be turned in by the speaker** to the Executive Assistant/Recorder at the Board table prior to the start of the meeting. No Requests to Address the Board will be accepted after the start of the Board meeting.

The Request to Address the Board slip must state the subject matter of the agenda item.

The Executive Assistant/Recorder will start the timer when the individual begins to speak. The Executive Assistant/Recorder will raise their hand indicating there is 30 seconds left to speak. When the timer beeps, you must complete your sentence and be seated to allow the next speaker to come to the podium. The Board's goal is to give a fair and equal opportunity to all individuals wishing to address the Board.

Your cooperation during the public participation portion of the Board meeting is appreciated.

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