



# Request to Address the Houston County Board of Education



Please complete the following form to request to address the Board of Education. This form must be submitted in a timely manner, at least 24 hours prior to the Board meeting.

First and Last Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Is this a student matter?  Yes  No

If this is a student matter, please provide the student's name, grade level, and school.

\_\_\_\_\_  
\_\_\_\_\_

Issue to be Addressed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you discussed this issue with someone at the school level?  Yes  No

If yes, who? \_\_\_\_\_

Have you discussed this issue with someone at the district office?  Yes  No

If yes, who? \_\_\_\_\_

When do you want to address the Board?

Work Session, 6:00 p.m.

Monthly Board Meeting, 1:00 p.m.

Date of Work Session or Board Meeting: \_\_\_\_\_

Materials for the Board?  Yes  No

Before submitting your Request to Address the Board, please verify that your request adheres to the BOE Policy BCBD, Board Meeting Agendas, and the following procedures that govern speakers at Board meetings.

**Per Policy BCBD, Board Meeting Agendas, the following procedures govern speakers at Board meetings:**

Meetings of the Board of Education are held to conduct the affairs and business of the school district. Although these meetings are not meetings of the public, the public is invited to attend all meetings, and citizens may address the Board following the procedures outlined in this policy. All comments to the Board are intended for the Board to hear from citizens but not to take action.

Members of the public shall conduct themselves in a respectful manner that is not disruptive to the conduct of the Board's business. Citizens may not bring signs, flags, banners, and similar items inside the Board meeting or on Board property. Loud and boisterous conduct or comments by speakers or members of the audience are not allowed.

Only residents of Houston County, District employees, and representatives of businesses or organizations may address the Board during public participation.

1. **Timely Request.** Any person desiring to be heard by the Board must submit a request to the Superintendent's office at least 24 hours prior to the meeting. These forms shall be available in the Superintendent's office and are also available to download from the District website for electronic submittal. The Board reserves the right to hear representatives of the State Department of Education, county commissioners or other county governing authority, or other state or county official(s) on official business on shorter notice. Otherwise, any person who fails to comply with this Section shall not be heard by the Board.

Items which are excluded from the Open Meetings Act will not be discussed in public during open session. This includes matters such as real estate, individual student matters, and personnel items. If necessary, a speaker may request to address the Board in Executive Session.

A speaker shall be allowed five (5) minutes for presentation, but when an issue is going to be addressed by several speakers, this time shall be limited to three (3) minutes. When several persons are part of the same group or organization, only one may be heard. The chairperson shall enforce these limitations.

In regard to called meetings, the topics for addressing the Board will be limited to items that are part of the agenda for said called meeting.

2. **Rules When Appearing Before the Board**
  - a. State your name.
  - b. All remarks shall be made to the Board as a whole.
  - c. No person shall be allowed to make obscene, derogatory, threatening or slanderous remarks when addressing the Board.
  - d. No person shall be allowed to disrupt or interfere with the orderly Board meeting agenda.
  - e. Questions from the Board members and/or Superintendent may be asked for clarification; however, no person shall be permitted to enter into any discussion either directly or through any member of the Board.
  - f. The Board welcomes input, but the speaker will not receive an official response at the time they address the Board.
  - g. Any person willfully violating these rules may be prohibited from appearing before the Board for up to sixty (60) days. A speaker whose violation causes an actual disruption may be removed from the public meeting.