



REQUEST TO APPEAR ON THE
SUMTER COUNTY BOARD OF EDUCATION
MEETING AGENDA

NAME: _____ DATE: _____

ORGANIZATION (If applicable): _____

ADDRESS: _____

PHONE NO.: _____

SPECIFIC REASON(S) FOR ADDRESSING THE BOARD: _____

Multiple horizontal lines for writing the specific reason(s) for addressing the board.

Completed forms should be returned to Sumter County Board of Education, 100 Learning Lane, Americus, Georgia. Anyone desiring to address the Board must have presented this request to the Superintendent by noon on the day of the work session and at least three (3) days prior to a board meeting in order to be recognized. Your request will be confirmed as soon as possible.

Thank you for your interest in the public schools of Sumter County.

BOARD POLICY

Descriptor Code: BCBI

Public Participation in Board Meetings

The Sumter County Board of Education desires citizens of the district to attend its sessions so that they may become better acquainted with the operation and programs of the schools and that the Board may have opportunity to hear the wishes and ideas of the public.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation in Board meetings:

1. Anyone wishing to speak before the Board, whether at a Board meeting or at a Board committee meeting, regarding a matter which does not appear as an agenda item for the meeting, whether representing either himself/herself or a group, shall advise the Superintendent in writing of the desire to speak at the meeting at which such person desires to speak, and the topic that such person wishes to speak upon. The Superintendent shall provide written forms for such person to complete in order to provide the foregoing information. No person shall be allowed to speak before the Board, or any committee thereof, who is not on the meeting agenda with respect to a particular item on the agenda, unless such person has provided a written request to speak by noon on the day of the work session (if such person desires to speak at a work session); and no later than 5:00 p.m. on the day which is three (3) calendar days prior to the Board meeting or a meeting of any committee of the Board (if such person desires to speak at a Board meeting or a meeting of any committee thereof). This provision shall not apply to persons desiring to address the Board in connection with a public hearing being held by the Board or a committee of the Board.
2. Any person authorized to speak to the Board, or any committee thereof, as a consequence of such person's submission of the appropriate written request to do so, as set out in Paragraph 1 hereof, shall be authorized to speak to the Board at such time as may be established by the meeting agenda. Such person shall not be authorized to speak to the Board or the committee until such person is recognized for such purpose by the Chair or other person presiding at the meeting.
3. The person's presentation should be as brief as possible in keeping with the workload of the Board. Unless an extension of time is granted by unanimous vote of the members of the Board present and voting, any such speaker shall limit himself/herself to no more than five (5) minutes. The Chair will advise the person when such five (5) minutes has expired, and the person will cease his or her presentation at such time.
4. Each person speaking before the Board shall be authorized to speak solely upon the topic or topics enumerated in such person's request to appear before the Board. The topics that persons shall not be authorized to address to the Board, or any committee thereof, in public session shall include the speaker's personal complaints against school personnel or the speaker's personal complaints against any other person connected with the school system. Any person desiring to

address the Board with respect to such topics shall be advised by the Superintendent that such topics cannot be the subject of such presentations to the Board under this policy.

The Superintendent shall also advise such persons that complaints against school personnel or against persons connected with the school system shall be handled under the Board's policies by the filing of written complaints with the Superintendent. The Superintendent shall follow Board policies with respect to the disposition of such complaints, including the hearing of such complaints by the School Board, or any committee thereof, where otherwise required by the Board's policies. In addition to the foregoing, a speaker shall not address matters that are on the meeting agenda for consideration by the Board during the time allotted for persons to address the Board regarding matters not on the meeting agenda.

5. No person speaking to the Board shall use profane or vulgar language or shall engage in verbal abuse of any member of the School Board, any employee of the School Board, or any other person present at a meeting of the Board, or any committee thereof. Except for a sign or placard which specifically illustrates, depicts, or describes, in the form of a map, schematic drawing, picture, or plat, a particular item that appears on the meeting agenda as an item for consideration by the Board, or any committee thereof, no signs or placards shall be displayed in the room where a meeting of the School Board, or any committee thereof, is being held during the time that such meeting is in progress. Any sign or placard which violates the provisions of this policy shall be removed by the person or persons carrying such sign or placard upon request of the person chairing the meeting.

6. The Board vests in the Chairperson or other presiding officer at the meeting the authority to enforce this policy. Any person violating the provisions of this policy may be ordered removed or ejected from the meeting by the Chair or presiding officer for the duration of the meeting or for such lesser period of time as the presiding officer shall determine appropriate.

The Board vests in its chairperson or other presiding officer authority to terminate the remarks of any individual when he/she does not adhere to the rules established above.

Persons appearing before the Board are reminded, as a point of information, that members of the Board are without authority to act independently as individuals in official matters; thus, questions may be directed to the Board members, but answers must be deferred pending consideration by the Board.

ADOPTED: May 12, 2005

REVISED: May 9, 2006

Cross Ref.: Also KCA Public Participation in Board Meetings

SUMTER COUNTY BOARD OF EDUCATION