

Request to Appear Before the Board of Trustees

This form should be filled out and handed to the Board Chair, Superintendent or Board Clerk prior to the beginning of the meeting.

Because of the diversity of issues, **members of the Board do not respond** to delegations. Instead, issues are recorded and referred to the proper staff member for follow-up. The Board is informed of the outcome of these efforts by the staff member responding to concerns.

The Board of Trustees follows a written agenda, a copy of which is available to assist you in participating in the meeting.

DECORUM

Patrons wishing to address the Board are asked to keep their comments civil and respectful. Speakers will only be allowed to speak when properly recognized by the Board chair, and are asked to keep their comments within the allotted time specified by the Chair prior to accepting public comment.

The Board Chair will call for any public comment, and will announce your name once the form has been submitted.

You may have the floor a maximum of **five (5) minutes**. If you speak more than once, please limit your remarks to **two (2) minutes**.

The Board of Trustees encourages input from the public. If you want to provide the Board with more information than time permits, please submit your written comments to the Board Clerk. Written comments should be submitted at minimum 24 hours prior to the meeting in order for written comments to be reviewed and considered. Requests to have a concern addressed at a future Board Meeting should be submitted to the Superintendent.

For more information, please refer to Procedure 2202P included on this form.

Please fill out the following information prior and submit to Board Chair, Superintendent or Board Secretary:

NAME	
STREET ADDRESS	
CITY, STATE, ZIP	
PHONE NUMBER	
REPRESENTING:	
BRIEF DESCRIPTION OF THE REASON FOR COMMENT:	
DATE:	

PROCEDURE 2202P – Public Participation in Board Meetings

At each regular meeting of the Board the agenda will provide time for delegations to appear before the Board. Time may be provided for delegations at special meetings at the discretion of the Board. Persons wishing to address the Board will be required to fill out and submit a Request to Appear Before the Board form. Forms are available online, or from the Board Clerk and will be available at each meeting.

Except at the discretion of the Board Chair, public participation will be limited to the time allotted to delegations on the agenda.

Each speaker will be limited to 5 minutes. Should a large number of speakers wish to speak on the same issue or topic, the Board Chair may limit the time allocated to each speaker to 3 minutes, ask representatives of the group to summarize their colleagues' statements, or limit the number of speakers. The total time allotted for delegations will not exceed 1 hour.

If a hearing has been held prior to the board meeting to obtain public comment on a specific issue, the Board Chair may not recognize speakers wishing to comment on the topic. However, the Board Clerk will accept written comments for future distribution to the Board.

If a topic is being considered by a committee established for that purpose, the Board Chair may refer the delegation to that committee.

Because of the diversity of issues, members of the Board do not respond to delegations. Instead, issues are recorded and referred to the appropriate staff member for follow-up. The Board is informed of the outcomes of these efforts by the staff member responding to concerns.

Written materials for Board members will be submitted to the Board Clerk. The material should include the name of the person submitting it. A copy of the materials will be forwarded to Board members and will be included in the next regularly scheduled meeting packet if received by noon on the Friday preceding the meeting. Materials should not be sent directly to Board members. Materials may be presented or mailed to the Board Clerk at 3115 Pole Line Road, Pocatello, Idaho 83201.

Priority will be given to delegations as follows:

- Presentations from delegations on matters scheduled on the agenda;
- Presentations from delegations on agenda items who have not made presentations within the previous 6 months; and
- Presentations from delegations on matters not on the agenda and who have made presentations within the previous 6 months.

DECORUM

In accordance with Idaho's Open Meeting law, the Board may adopt reasonable rules and expectations to ensure the orderly conduct of a public meeting, and to ensure the orderly behavior of persons attending the meeting.

Patrons who wish to participate in Board Meetings are expected to keep all communication civil and respectful. The Board will listen and consider all input, and expects the public to listen and only speak when properly recognized by the Board Chair. Defamatory and abusive remarks are always out of order. The Board Chair may terminate a speaker's right to address the Board if comments become repetitive, are defamatory or abusive, or if the speaker exceeds the allotted time specified by the Chair prior to accepting public comment.

Patrons in the audience are expected to be courteous of delegations and of the Board, and are asked to keep cheering and/or clapping to a minimum. Taunting, jeering or any other outbursts during meetings will not be tolerated. The Board Chair may issue a warning if outbursts become disruptive of the meeting. Should outbursts continue, the Board may recess the meeting, or remove disruptive individuals.

Nothing in this policy or procedure prohibits the removal of any person(s) who willfully disrupts a meeting to the extent that orderly conduct is compromised. The Board as a whole has the final decision in determining whether or not to recess a meeting, or remove an individual. The Board recognizes that comments about the Board, district and/or schools can be negative, but civil in nature and will exercise its authority to maintain order in a neutral manner.

Complaints about personnel or individual students will not be allowed during any Open Meeting and may only be heard in executive session after going through the appropriate reporting channels.