

*Date Request Received  
in Supt Office: \_\_\_\_\_*

## **REQUEST TO ADDRESS THE MONROE COUNTY BOARD OF EDUCATION**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_ **(Home)**  
\_\_\_\_\_ **(Work)**  
\_\_\_\_\_ **(Cell)**

**Brief Description of What You Wish To Discuss (must be specific):**

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

**Date of Board Meeting You Wish To Address The Board:**

\_\_\_\_\_

\_\_\_\_\_  
**Date of Request**

\_\_\_\_\_  
**Signature**

**Please note the attached procedure regarding Public Speaking at Board Meetings. To be placed on the board agenda, this request must be received in the Superintendent’s Office not less than five (5) business days prior to regular board meeting or not less than two (2) business days prior to special called board meeting.**

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**You will be notified if this request is granted.**

### **PUBLIC SPEAKING AT BOARD MEETINGS**

The Board believes that input from the public it serves is a vital element of the decision-making process. However, such input must be tempered by the necessity of orderly and expedient action at meetings of the board. With that, the board adopts the following policy regarding input from the public at board meetings.

1. At the November and March meeting of the board, the superintendent shall have a place on the prepared agenda for public comment.
2. Any citizen of the county who wishes to address the board may be placed on the agenda by filing a request, in writing, with the central office not less than 5 business days prior to a regular board meeting or not less than 2 business days prior to a special called board meeting.
3. The Superintendent will develop and promulgate a form for members of the public to complete which shall include, but not be limited to, the individual's name, his or her address, and a brief description of the matter to be discussed.
4. Citizens shall be placed on the agenda in the order in which they submitted their request.
5. Citizens on the agenda shall have 5 minutes to address the board, provided that the board may extend such time should it wish.
6. If multiple citizens wish to speak in favor of or against a specific proposal on the agenda, the superintendent shall have the discretion to schedule only the first three citizens on each side of the debate who registered to speak.
7. If the number of citizens requesting to speak on different issues exceeds 12, the superintendent may schedule only the first 12 to have filed their request and shall notify any other citizens making such request that they may be scheduled for the next board meeting.
8. Employees of the board may request to be put on the agenda to discuss any matter which is not grievable under the employee grievance policy or directly related to any matter for which the employee is provided due process of law by statute. Those matters must be addressed through the filing of a grievance or the filing of a notice requesting due process, whichever is appropriate.
9. When addressing the board, if a citizen wishes to speak negatively about the good name and character of any person, regardless of whether or not he or she intends to name the person (directly or indirectly), he or she should indicate

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such on his/her request to appear before the board. The board shall then recess to executive session to hear the citizen. If the citizen does not indicate on his/her application to speak that he/she will be discussing the good name and character of an individual and he/she begins to do so while speaking before the board, he/she will be ruled out of order and will forfeit any remaining time he/she had to speak to the board.

10. The official representative of the employees' association that represents the majority of the board's employees will be deemed to have a standing application for public comment to address the board at any regular meeting, special called meeting, or work session. The representative is entitled to speak for 5 minutes or longer at the discretion of the board.