

**BILLINGS PUBLIC SCHOOLS  
BOARD OF TRUSTEES  
REQUEST TO ADDRESS THE BOARD**

Meeting Date: \_\_\_\_\_

The Board recognizes the value of public comment on educational issues and the importance of listening to members of the public in its meetings. The Board also recognizes the statutory and constitutional right of the public to participate in governmental operations. Part of the Board's meeting is dedicated to public comment on any public matter that is the jurisdiction of the Board of Trustees. Members of the public may address particular items on this agenda during the public comment period or at the time the Board considers the particular item. The Board requests this form be submitted to the Board Clerk before the start of the meeting or before speaking. This form is also available on the District website and may be delivered to the Clerk by e-mail or other methods of delivery.

The Chair may control public commentary and may interrupt or terminate an individual's statements when appropriate, including statements that are out of order, personally directed, abusive, obscene or irrelevant. Public Comment shall be limited to three (3) minutes per person unless additional time is requested and/or granted by the Board Chair. To request additional time, please check the appropriate section below. The Board Chair may reduce the three (3) minute limit and set a limit on the total time available for public comment on a particular item if necessary for the orderly progression of the meeting. The Board chair shall announce any limitations to be placed on public comment at the beginning of the meeting. The Clerk shall keep and enforce public comment time limits. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings by the Chair.

In addition, the Board will receive any written communication.

If you wish to address the Board of Trustees, please fill out this form:

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

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I request to address the Board about: \_\_\_\_\_

\_\_\_\_\_

I wish to speak about the following agenda item:

For item # \_\_\_\_\_ Against item # \_\_\_\_\_

Please check one:

- I wish to speak at the beginning of the meeting during "Communication from the Public" (Note: Trustees do not take voted action at this time. Action may be taken only when an item comes up on the agenda schedule.)
- I wish to address this item when it comes up on the agenda.
- I request an additional \_\_\_\_\_ minutes above the maximum of three (3) minutes allowed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: Board policy ordinarily prohibits Board members from responding to comments made by the public.  
Reference: Board Policy 1441