

Rules for Public Testimony and How to Sign Up to Address the Board

The Board of Directors of Highline Public Schools welcomes the public to the business meetings of the Board and dedicates time at these meetings to hear from the public on agenda items and other issues of concern.

It is important for all community members to feel welcome and safe in the Board's business meetings. Audience members will be expected to treat all attendees with respect and civility, just as Highline Public Schools expects of students in our schools.

General Rules

20 reserved slots are available each speaker will have up to four minutes to speak at a regular Board meeting. If there are more than 20 individuals wishing to speak a wait list will be created and if not all the scheduled speakers appear, names will be called off the wait list.

In order to provide opportunities to address the Board, speakers are allowed only one four-minute time per meeting.

If you want to give your time to someone else, you must attend the Board meeting and announce this to the Board when it is your turn to speak. The person to whom you cede your time will receive the remainder of your 4 minutes and should speak to the same topic.

If you have handouts to give to the Board, please bring 7 copies and give them to Board staff ahead of the meeting. No one should approach the dais with handouts.

The Board does not take public comments on issues related to personnel or individually named staff at Board meetings; speakers will be ruled out of order by the president. The president will also rule a speaker out of order for the use of name-calling, profanity, racial slurs or threats. Persons who attempt to disrupt the meeting will be asked to leave.

General Rules

- One person is to speak at a time.
- Comments should be addressed to the Board.
- Please adhere to the time limit on testimony.
- The focus of comments should be on issues and solutions.
- No racial slurs, personal insults, ridicule, or threats will be allowed.
- All signs brought to meetings are subject to these ground rules.

How to Sign Up for Public Testimony

The order of public testimony will be determined as follows: agenda action items, agenda introduction items, and then items of general interest. The order of agenda items will be alternated between those speaking in favor of a topic and those against the same topic, if possible.

The Board agenda is posted by close of business the Friday before Board meetings. The School Board Office will take sign-ups for the public testimony list starting at 8:00 am on the Monday before regular Board meetings and continue until 12:00 pm day of the meeting.

To sign up for public testimony, members of the public should call 206.631.3070 and must give their legal name, telephone number, address, and the topic they would like to address. (Since Highline Public Schools is a public agency, this information will fall into the public domain.) If complete information is not provided, you will not be included on the list. Please note, only the person who will be providing testimony may request the spot.

Other ways to contact the Board:

Highline Public Schools
Board of Directors
15675 Ambaum Blvd. SW
Burien, WA 98166
Phone: 206.631.3070
Fax: 206.631.3393

