



## School Board Meeting Open Forum Guidelines

A 45-minute Open Forum is part of regular board meetings. The process for open forum sign-up:

- Open Forum sign-up will now be online. Those interested in speaking will be able to sign up via a link at <http://www.district112.org/school-board/> that will be available at 12:00 p.m. on regular meeting days.
- 15 spots will be available on a first-come, first-served basis, with an additional five “stand-by” slots.
- Comments are limited to three minutes, and priority is given to district residents. If there is time remaining, non-residents may have the opportunity to address the board. Speakers at the podium will be asked to provide their city of residence before beginning their remarks.
- Speakers will receive an email confirmation with their speaking time, and details about the process for entering and exiting the board room.

The Open Forum is not designed to address items concerning specific staff or students. All speakers are reminded that personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person’s privilege to address the school board. [The board policy on public participation is here](https://www.district112.org/community/school-board/district-policies): <https://www.district112.org/community/school-board/district-policies>.

During the Open Forum, the School Board will listen but will not try to resolve a concern at the meeting. The issue will be referred to the Superintendent for appropriate follow-up. Those wishing to speak but who are not able to finish within the three-minute time limit are encouraged to submit their comments in writing to [SchoolBoard@district112.org](mailto:SchoolBoard@district112.org).

Board room seating is very limited to protect the health and safety of our community. An Open Forum speaking slot does not guarantee seating. We continue to encourage community members who want to watch the board meeting to do so online. [Meetings are live-streamed, and then available the day after the board meeting, here](https://vimeo.com/event/17932): <https://vimeo.com/event/17932>