



## Guidelines for Participating in a School Board Meeting

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### BOARD OF EDUCATION

Gloria Valles • Scott Swendiman • Art Cuellar  
Troy Wright • Bonnie Hyatt  
Heather Armelino, Superintendent

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**BOARD FACTS** The Board of Education is elected by the citizens of the Enterprise Elementary School District to establish the educational policies of the District. The Superintendent administers the District, carrying out policies established by the Board with the aid of the District staff.

**HOW TO PARTICIPATE** Individuals or group representatives may address the Board on any subject. Provisions will be made at the beginning and at the end of the agenda for the public to address the Board on any subject not on the agenda. Additional opportunities to address the Board will be given as the various items on the agenda are discussed.

Please raise your hand when you wish to be recognized by the President of the Board. The Board President may ask you to give your name and whether you are speaking as an individual or are representing a group.

**RESTRICTIONS** The Board reserves the right to limit the time allocated to each individual and the number of times the individual is allowed to address the Board on any given subject. Complaints against school employees should be presented to the Board in writing and signed by the person or group making the charges.

**RULES** *Roberts Rules of Order* will guide the Board on conducting their meetings. Under these rules, action items will be placed before the Board, discussed, and acted upon in the following order:

1. The Board shall receive reports and presentations from designated members of the staff prior to any action on agenda items.
2. The Board cannot take action and no discussion can be held on items raised by the public.
3. Board Members may ask for clarification, respond to a question and/or refer to the Superintendent for follow-through, or for consideration at a future meeting.
4. A Board Member will place a motion on the floor, addressing an item on the printed agenda. The motion must be seconded by another Board Member prior to any discussion.
5. Members of the public will be invited to speak on the agenda item under consideration prior to any Board action.
6. Following public input and/or discussion, Board Members will again have an opportunity to comment and/or ask questions.
7. Board action will be taken by roll call vote.



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