

# SPEAKER REGISTRATION PROCEDURES

Waunakee Community School District

187-Board  
Rule 1

Page 1 of 1

The speaker registration process that is implemented by the Superintendent to assist with the implementation of public comment periods at meetings of the Board of Education shall, at a minimum, require each person who is interested in addressing the Board to complete a "Registration to Speak" form prior to the beginning of the public comment period. Such forms shall be provided to the Board President to assist in recognizing speakers, and the forms shall include at least the following information:

1. The individual's name.
2. The individual's connection to the District (if any), such as a resident of the District, a payer of District property taxes, a parent/guardian of one or more students, a District employee, a District student, etc.
3. The topic(s) the person intends to address in his/her comments, which at certain meetings may need to be confined to comments that are relevant to a noticed agenda item.
4. To the extent applicable, whether the individual wishes to speak in opposition to, in favor of, or "for information only" on the identified topic(s).

## **Adoption/Revision Dates:**

May 2020