



LYCÉE FRANÇAIS DE LA NOUVELLE-ORLÉANS

A Free and Public Accredited French School

2021-2022 LFNO Public Comment Process

The Board of Directors of Lycée Français de la Nouvelle Orléans will allow for public comment in accordance with Policy No. 1 to its Bylaws and in line with the procedure followed by its authorizer, the Louisiana State Board of Elementary and Secondary Education (BESE). Below, you will find an outline of this Policy. Following the outline is the text of Policy No. 1 to the Bylaws and BESE's procedure for public comment for your reference.

- **Public comment will be allowed on agenda items which require voting.**
- **General public comment will also be allowed at the end of the meeting.**
- **A fully completed and signed Public Comment Card must be submitted to the Chairman of the Board, or his designee(s), prior to the start of the public comment period for that agenda item.**
 - A call will be made by the Chairman of the Board or his designee(s) prior to the start of the public comment period for cards to be submitted.
 - The card must identify the speaker and the issue to be addressed.
 - In the case of a delegation wishing to address the Board, each delegation shall select one of its members to be its speaker and identify the speaker on the submitted speaker's card.
 - Comments by any speaker shall be strictly limited to the agenda item before the Board
 - Individual speakers shall be limited to three (3) minutes at the discretion of the Board.
 - Speakers shall refrain from making accusatory or defamatory comments about individuals by name.
 - Speakers who violate this policy may be denied the opportunity to continue to address the Board during that meeting.
- **After the public comment period for a particular agenda item has begun, any further requests to address the Board may be denied at the discretion of the Chairman of the Board.**
- **Scheduled and unscheduled comment periods shall be limited to a total of one half-hour (30) minutes at the discretion of the Board.**
- **Submission of comment cards at least five minutes prior to the beginning of the meeting is encouraged.**
- **A copy of the public comment card follows. Public comment cards will be available at the meeting or you are welcome to print the copy of the public comment card that follows and submit at the meeting.**

LFNO Policy No. 1 - Public Comment

Purpose: To establish a procedure for public comment in compliance with Open Meeting Laws

Policy: Individuals who desire to speak on an agenda item before that item is voted on by the Board may do so by submitting a fully completed and signed "speaker's card" and submitting it to the Chairman of the Board or his or her designee prior to the start of the public comment period for that agenda item. After the public comment period for that agenda item has begun, any further requests to address the Board may be denied at the discretion of the Chairman. In the case of a delegation wishing to address the Board, each delegation shall select one of its members to be its speaker and identify the speaker on the submitted speaker's card. Comments by any speaker shall be strictly limited to the agenda item before the Board. Scheduled and unscheduled comment periods shall be limited to a total of one half-hour (30) minutes

with individual speakers limited to three (3) minutes at the discretion of the Board. Speakers shall refrain from making accusatory or defamatory comments about individuals by name. Speakers who violate this policy may be denied the opportunity to continue to address the Board during that meeting.

BESE Policy:

§713. Public Comments

A. To carry on its business in an orderly and efficient manner, the board utilizes committees. Full discussion of board business optimally occurs at the committee level, and public comment should be received at that time, rather than after a recommendation has been forwarded to the board. Opportunity to comment publicly on a committee or board agenda item shall be provided to a representative number of proponents and opponents according to the following procedures.

1. Persons desiring to address the committee/board should complete a request to comment card and submit it to the presiding officer or a BESE staff member prior to the beginning of the meeting. The completed card should identify the issue or item to be addressed. Other members of the public may be recognized at the discretion of the presiding officer or chair.
2. All speakers shall conduct themselves in a decorous manner.
3. The presiding officer or chair shall have the right to limit, in time, the length of public comment on each motion, if time is of a critical nature.
4. The order of discussion shall be left solely to the discretion of the presiding officer or chair.
5. Persons addressing the committee/board shall confine remarks to the merits of a specific agenda item before the committee/board; refrain from attacking a board member's motives; address all remarks through the presiding officer or chair; refrain from speaking adversely on a prior action not pending; read reports only without objection; and refrain from disturbing the meeting.
6. Submission of comment cards at least five minutes prior to the beginning of the meeting is encouraged.
7. Persons making public comments shall identify themselves and the group they represent, if any.
8. Groups and/or organizations should designate one spokesperson.
9. Public comments are limited to no more than three minutes per individual and five minutes per designated spokesperson of a group/organization. The chair may increase or decrease the time allotted to speakers, within time constraints.
10. The presiding officer or chair shall have discretion to manage situations not addressed in these procedures.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10) and R.S. 42:14.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:422 (March 2008), amended LR 36:59 (January 2010), LR 37:2141 (July 2011), LR 38:3154 (December 2012), LR 39:3265 (December 2013).

Lycée Français de la Nouvelle Orléans
Public Comment Card

Date: _____

Name: _____
(Please print)

Representing: _____
(Organization/Agency/Self)

Motion Which Requires Voting: _____
(Indicate name of the agenda item which requires voting that you want to address.)

OR

General Public Comment at End of the Meeting

(Indicate topic you wish to address)

If commenting on a Motion, please place an "X" indicating if you DO or DO NOT want to provide testimony and whether or not you support or oppose the recommendation being made:

_____ Support Recommendation & wish to speak

_____ Oppose Recommendation & wish to speak

_____ Support Recommendation without comment

_____ Oppose Recommendation without comment

**Note: Public Comment speakers are limited to three (3) minutes per person and (30) minutes total per topic.*