

Exhibit A—Board Operating Procedures for Public Comment

Speaker Signup

Individuals who wish to provide public comment or testimony to the Board at the designated time during a Board meeting must sign up in advance of the Board meeting in-person at a board meeting. Signup will open 30 minutes prior to the posted start of the meeting and will end when the meeting is called to order. When an individual signs up, the individual must indicate whether the comment pertains to an item on the Board agenda and, if so, which item or items. An individual who will be accompanied by a translator must notify the District at the time of signup.

If an agenda item is continued or posted again for a meeting on a later date, individuals who wish to address the Board on the item must sign up separately for that later date.

Topic of Public Comment

At meetings other than regular Board meetings, public comments are limited to items on the posted meeting notice and agenda. At regular meetings, comments on other topics may be allowed as time permits. Public comments should be limited to topics relevant to District business.

Time for Public Comment

Generally, the Board will conduct public comment at the beginning of its Board meetings.

However, in the interest of time and the orderly conduct of public business, the Board reserves the right to:

- Increase or decrease the per-speaker time limit to address the Board.
- Move comment on non-agenda topics to the end of the meeting.
- Take items in a different order than shown on the meeting notice.
- Proceed first with agenda items for which no speakers have registered to provide comment.
- Recommend that comments involving the performance of individual District employees or officers be made through the grievance policy.
- Require that comments involving personally identifiable student information be made through the grievance policy.
- Continue a meeting or an agenda item to another day in order to allow adequate time for public comment.
- Make other reasonable adjustments to the timing of public comment in accordance with law.

The Board delegates to its presiding officer the authority to make reasonable adjustments to the timing and conduct of public comment in accordance with law. [See BDAA]

The presiding officer will announce these adjustments in an open meeting.

Per-Speaker Time Limit

A speaker will be given up to five minutes to address the Board. If, however, the total number of speakers seeking to address the Board at a meeting exceeds five, the per-speaker time limit may be reduced. In no event will a speaker be given less than one minute to address the Board. A speaker who wishes to address multiple agenda items may be given 1 minute as additional time to address the Board.

Written Comments to the Board

In lieu of or in addition to speaking at an open meeting, a member of the public may also submit written comments to the Board regarding District business as follows:

- Written comments submitted at least 30 minutes prior to the beginning of the meeting.

Written submissions to the Board are subject to public disclosure in accordance with the law.

This Board operating procedure was adopted on _____.

Exhibit B—Statement for Introducing the Public Comment Segment of a Board Meeting

“The Board encourages comments about the District from members of the public. Anyone who has signed up to speak in advance of the meeting in accordance with the Board procedures may do so at this time. The Board asks that each participant’s comments pertain to District business and be no longer than five minutes.

Due to the large number of individuals wishing to speak tonight and in the interest of time, the following adjustments to the public comment procedures will apply: (adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on non-agenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker)

“For any member of the public who is accompanied by a translator, your time will be doubled as required by law.”

Remember that the Board may not discuss or act upon any issues that are not posted on our agenda.

In addition, the Board has adopted policies to provide prompt and equitable resolution of complaints and concerns for employees, students or their parents, and the general public. Copies of our District policies and procedures on public comment and filing complaints are available through the district’s central administration office.

Exhibit C—Public Comment Signup Sheet

Public comment at regular Board meetings will be conducted in accordance with BED(LOCAL) and the Board's procedures on public comment.

At meetings other than regular Board meetings, public comments are limited to items on the posted meeting notice and agenda. At regular meetings, comments on other topics may be allowed as time permits. Public comments should be limited to topics relevant to District business.

In lieu of or in addition to speaking at an open meeting, a member of the public may also submit written comments to the Board regarding District business as follows:

- Written comments submitted at least 30 minutes prior to the beginning of the meeting.

The following guidelines apply to public comment:

1. Individuals must sign up in advance of the Board meeting in-person at a board meeting. Signup will open 30 minutes prior to the posted start of the meeting and will end when the meeting is called to order. When an individual signs up, the individual must indicate whether the comment pertains to an item on the Board agenda and, if so, which item or items. An individual who will be accompanied by a translator must notify the District at the time of signup.
2. If an agenda item is continued or posted again for a meeting on a later date, individuals who wish to address the Board on the item must sign up separately for that later date.
3. The period reserved for public comment at a Board meeting will generally occur at the beginning of the meeting. However, in the interest of time and the orderly conduct of public business, the presiding officer may make adjustments in accordance with the Board's adopted procedures on public comment.
4. A speaker will be given up to five minutes to address the Board. If, however, the total number of speakers seeking to address the Board at a meeting exceeds five, the per-speaker time limit may be reduced. In no event will a speaker be given less than one minute to address the Board. A speaker who wishes to address multiple agenda items may be given more time to address the Board in accordance with the Board's adopted procedures.
5. Under the Texas Open Meetings Act, the Board is not permitted to discuss or act upon any issues that are not posted on the agenda for the meeting.
6. The Board has adopted complaint policies that are designed to secure, at the lowest possible administrative level, a prompt and equitable resolution of complaints and concerns for employees, students or their parents, and the general public. [See DGBA, FNG, and GF] Each of these processes provides that, if a resolution cannot be achieved administratively, the person may appeal the administrative decision to the Board as a properly posted agenda item. For further information on those policies, please contact Dyan Shelander at 512-430-6000. If the subject of a speaker's comment involves a pending grievance, the speaker should seek resolution through the grievance process and address the Board only at the appropriate stage of that process.

7. Under the Texas Open Meetings Act, the Board may exercise its authority to discuss certain subject matters on the agenda in closed session, including matters involving individual District staff members and individual students. If a speaker's comment concerns one of these subjects, the speaker should address the concern through the District's complaint policies.
8. Rules of order and decorum will be enforced during the public comment period to ensure efficient meetings. Unlawful or disruptive conduct, including interrupting scheduled speakers, speaking out of turn, or interfering with the rights of others, will not be tolerated. Each participant is legally responsible for the content and consequences of his or her own statements.

Please provide the information requested below if you wish to address the Board during the public comment period:

Name: _____

Telephone or
other contact
information: _____

Will you be accompanied by a translator?

Yes (if known, please provide the name of the translator: _____)

No

Does the topic or topics on which you wish to address the Board appear on the current agenda?

Yes

No

If Yes, please indicate the topic or topics on the agenda about which you wish to address the Board:

If No, please list any topics on which you would like to comment that are not on the agenda for the meeting:
