

**Request to Address the Board**

**REGARDING AGENDA ITEMS FOR TONIGHT’S MEETING**

**\*NAME:** \_\_\_\_\_

**\*\*ORGANIZATION OR GROUP:** \_\_\_\_\_

**\*HOME ADDRESS OR EMAIL ADDRESS:** \_\_\_\_\_

**\*AGENDA ITEM YOU WISH TO ADDRESS (EXAMPLE: 6.D.E.):** \_\_\_\_\_

\*Must complete  
\*\*Must complete if you are the spokesperson for a group (3 or more) or for an organization

Individuals may address the Board for a maximum of five (5) minutes, as determined by the Board Chair. Speakers should state their name, address, whether they are an employee of the District, and the agenda item to be addressed. Individuals also may share their ideas with the Board in writing.

**REGARDING A TOPIC NOT ON THE MEETING AGENDA**

Notify the Board secretary no later than five (5) working days prior to the Board meeting and provide the following information:

**\*NAME:** \_\_\_\_\_

**\*\*ORGANIZATION OR GROUP:** \_\_\_\_\_

**\*DAYTIME PHONE NUMBER:** \_\_\_\_\_

**\*HOME ADDRESS OR EMAIL ADDRESS:** \_\_\_\_\_

**\*TOPIC YOU WISH TO ADDRESS:** \_\_\_\_\_

\*Must complete  
\*\*Must complete if you are the spokesperson for a group (3 or more) or for an organization

Individuals may address the Board for a maximum of five (5) minutes, as determined by the Board Chair. Speakers should state their name, address, whether they are an employee of the District, and the agenda item to be addressed.

**NOTES:**

1. The authority of the Board Chair to preside shall include the option to terminate the presentation of any individual who chooses:
  - To engage in repetitive, abusive, harassing, and/or defamatory remarks; or
  - To exhibit behavior or make statements that disrupt the orderly conduct of the meeting.
2. Grievances are processed through the District’s Grievance Complaint Policy and Procedures, which afford the subject of a complaint the opportunity for response and due process, per Madison County Board Policies 03.16 and 03.26.

Individuals should contact the Board’s administrative assistant for more information.

Review/Revised:8/9/12