



## GUIDELINES TO ADDRESS THE BOARD OF EDUCATION

To be placed on the Houston County School District (HCSD) Board meeting agenda, complete a *Request to Address the Board of Education* form (including specific information regarding your topic) and submit to the Board secretary, Vickie Hutchinson, at least two (2) business days prior to the scheduled Board meeting date. Your request will be referred to the Director of Schools. Unless you are notified to the contrary, you will be placed on the agenda and scheduled to speak adhering to following rules:

- All speakers are limited to three (3) minutes. The length of time may change at the Chair's discretion.
- The Chair may limit the number of individuals who will be recognized to speak on one side of any given issue.
- Begin your comments by stating your name and address for the record.
- Present comments in a courteous manner. The Board will not allow profane language, threats, or verbally abusive remarks.
- During your comments please be mindful not to disclose any information that could jeopardize the privacy rights of students and/or staff members.
- No person will present orally or discuss at an open meeting of the Board complaints against individuals of the school district on matters involving disciplinary action against employees or students until all administrative requirements relating to employee grievances or student disciplinary matters have been followed.
- Subject matter\* must be limited to issues related to education or the business of the Board without reference to personalities. If a school-based issue, please follow all steps of administrative procedure prior to appealing to the Board.

*\*Subject matter, other than that of policy, will be referred to the district administration for proper management.*

**PLEASE NOTE:** Board meetings are conducted for the purpose of school business and are not public meetings, but meetings held in public. The Board recognizes the value of public comment on educational issues and the importance of involving members of the community in its meetings. The Board requires that participants be either residents of Houston County, employees of the school district, students enrolled in HCSD, parents/guardians of a HCSD student, or the designee of such persons. Any representative of a firm eligible to bid on materials or services solicited by the Board will also be entitled to express an opinion regarding business of the school district. No unsolicited sales pitches or presentations may be made during a public meeting.

In accordance with Tennessee Code Annotated §39-17-306, any person who acts to prevent, obstruct, or interfere with any lawful meeting of the HCSD School Board by physical action or verbal utterance shall be warned by the Chair, Vice-Chair, or Board Attorney to discontinue those actions. Law enforcement may legally remove any person from the meeting who refuses to cease his or her acts of preventing, obstructing, or interfering with any such meeting.