

**Speaker Signup**

Individuals must sign up in advance of the Board meeting by sending a written request to the Superintendent's office. Requests can be emailed to Greta McMahon at [GMcmahon@ccisd.net](mailto:GMcmahon@ccisd.net) or mailed to:

Clear Creek ISD  
Attn: Superintendent  
P.O. Box 799  
League City, TX 77574

To Speak at a  
Regular Board  
Meeting

The request needs to be received in the Superintendent's office no later than noon on the day of the regular monthly meeting. Comments are limited to three minutes per speaker. If, however, the total number of speaker's seeking to address the Board at a meeting exceeds ten (10), the per-speaker time limit may be reduced to one minute.

Citizens who wish to speak to the Board for one minute during the community input portion of the meeting may come to the Board Room before 6:30 p.m. the day of the regular monthly meeting and complete a brief form requesting that opportunity.

Public comments regarding items on the Board agenda shall be heard prior to presentations regarding any topics not on the Board agenda. Community input during regular school board meetings will generally begin after 6:45 p.m.

After the public comments regarding agenda items, public comments regarding non-agenda items shall be heard on a first-come, first-served basis. A total of three speakers shall be allowed for each non-agenda item topic. Public comments on non-agenda items extending beyond the 30-minute timeframe will be heard after all other business of the Board is conducted.

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

To Speak at a  
Board Workshop or  
Non-Regular  
Meeting

The request needs to be received in the Superintendent's office no later than noon on the day of the Board Workshop. Comments are limited to workshop agenda items only and for one minute per agenda item.

The Community Input portion of the Board Workshop generally begins at 4:30 p.m. or at the beginning of the Non-Regular Meeting.

An individual who will be accompanied by a translator must notify the District at the time of signup.

**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.

**Guidelines for Public Comment**

1. 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.
2. 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.

3. A speaker will be given up to three minutes to address the Board. If, however, the total number of speakers seeking to address the Board at a meeting exceeds ten, 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.
4. 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.
5. 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 the Office of Policy and Legal Affairs at 281-284-0013. 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.
6. 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.
7. 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.

**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 by emailing written comments to the Superintendent's office to Greta McMahon at [GMcmahon@ccisd.net](mailto:GMcmahon@ccisd.net) or mailing to:

Clear Creek ISD  
Attn: Superintendent  
P.O. Box 799  
League City, TX 77574

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

Individual trustees' email addresses are available on the District's website at: <https://www.ccisd.net/boardoftrustees>