



Speaker's Card for Public Participation at JEGB Meetings

Any speaker wishing to address the Joint Executive Governing Board is asked to complete the information below. **Speaker's Cards must be submitted prior to the start of the meeting.** Only individuals submitting a card will be recognized for their public comment.

Board Meeting Date: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Please provide a short written description of the topic you wish to address.

Normandy Schools Collaborative Public Participation at Joint Executive Governing Board Meetings

In an effort to provide an environment for effective public comment at Joint Executive Governing Board meetings, the Normandy Schools Collaborative has adopted the following protocols for public comment. Key points of the guidelines include:

- Any person wishing to address the Board must **fill out a speaker's card**. The card will include the speaker's name, address, email address and topic they wish to address.
- **Speaker cards must be turned in prior to the start of the meeting.**
- Each speaker may be allotted up to **three minutes to address the Board**. At the discretion of the Board president prior to the beginning of the meeting, the time limit may be changed to accommodate the number of speakers.
- **Speakers are not to address the Board concerning specific personnel issues at a meeting.** A speaker will be immediately stopped if they speak about a personnel issue. Such issues should be addressed using the District's established procedures for sharing concerns about school personnel.
- While the **Board does not directly respond to a speaker during public comment**, the Board will address speakers in the following manner:
 - The Board president may make **clarifying remarks** at the end of the public comment period to address any misstatements of facts.
 - The Board of Education may send a **written follow up to a speaker to respond to a speaker's comments.**