



Kirbyville Consolidated Independent School District

PUBLIC COMMENTS REQUEST FORM

This form is used to register one's desire to speak before the Kirbyville CISD Board of Trustees at a Regular Board Meeting. Please complete and submit this form by 2:00 PM on the day of the meeting to the Superintendent's Secretary.

You may address the Board:

- For Public Comments about Issues NOT on the Posted Agenda at Regular meetings
- For any Posted Action Agenda Item
- During any Public Hearing (this form is not necessary for Public Hearings)

All comments must be made to the Board as a whole, not to individuals. Comments will be limited to five (5) minutes, and each speaker will be allowed one opportunity to speak for each item requested. Your comments must be related to the issue when speaking during Action Agenda Items.

You may have your position recorded without speaking by checking and filling in the appropriate boxes below. If the information you have to present will exceed five (5) minutes, the Board recommends it to be submitted in writing to the Board Secretary for distribution to the Board.

Date: _____

Name: _____

Address: _____

Phone: _____ E-mail: _____

Community Input – Topic: _____

Action Agenda Item: #(s) _____

Comments: (Additional Comments Attached)

Kirbyville CISD Policy BED(LOCAL) regarding public participation at board meetings:

Limit on Participation

Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with this policy. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

Public Comment:

Regular Meetings:

At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.

Special Meetings:

At all other Board meetings, public comment **shall be limited to items on the agenda** posted with notice of the meeting.

Procedures:

Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the Board.

Public comment shall occur at the beginning of the meeting.

Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed five minutes per meeting.

Meeting Management:

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda 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. However, no individual shall be given less than one minute to make comments.

Board's Response:

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

Complaints and Concerns

The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution:

- Employee complaints: DGBA
- Student or parent complaints: FNG
- Public complaints: GF

Disruption

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting.