



California Montessori Project Governing Board Request to Address the Governing Board & Speaker Card Instructions

The California Montessori Project (“School”) welcomes your participation at the School’s Governing Board meetings. The purpose of a public meeting of the Governing Board (“Board”) is to conduct the affairs of the School in public. We are pleased you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all members of the public at the door to the meeting.
2. “Request to Address the Governing Board” forms are available to all members of the audience who wish to speak on any agenda or non-agenda item.
3. “Public Comment” is a portion of the meeting that has been set aside for members of the audience to address the Governing Board regarding matters on the agenda and matters not on the agenda.
 - **Agenda Items:** For matters on the agenda for this meeting, members of the public may speak during this time or before such agenda items are addressed by the Board. Presentations on agenda items during this portion of the meeting are limited to up to three (3) minutes each and total time allotted to such items shall not exceed fifteen (15) minutes.
 - **Non-agenda Items:** For matters not on the agenda, presentations shall be limited for up to three (3) minutes each and a total time allotted for such items will not exceed fifteen (15) minutes. The Board is not allowed to discuss or act on any item which is not on the agenda, except as authorized by Government Code Section 54954.2.

Due to public meeting laws, the Board can only listen to your issue, not respond or take action. The Board may give direction to staff to respond to your concern.

4. With regard to items which are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.
5. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth.