

Sample Statement for Introducing the Public Comment Segment of a Board Meeting

Regular Board Meetings

“The purpose of Community Input is for the entire board to receive feedback from citizens. The Board will hear the public comments but will not respond, except, as authorized by the Texas Open Meetings Act, to respond to an inquiry by a member of the public or by a board member with a statement of specific factual information, a recitation of existing policy, or to deliberate a proposal to place a subject on the agenda for a subsequent meeting. Matters brought forth that require a response will be addressed by the Superintendent as appropriate. All information received is subject to verification. Community Input is scheduled for 30 minutes and has two forums. Those requesting to address the Board regarding items on the Board agenda are granted up to three minutes to address their topics, and those who sign up to address items not on the Board agenda are granted one minute.

In a district our size, there will be issues or topics which will generate considerable interest from the public. It is important that members of our community be able to address the school board respectfully, without disruption, and without fear of intimidation from other attendees.

On behalf of the Board, the superintendent, and CCISD staff, we welcome your input during CCISD school board meetings. We request that everyone exhibit the respect and understanding each person deserves when addressing the school board during the public input portion of the meeting.”

Insert optional text if the presiding officer will adjust the Board’s procedures on public comment for the meeting]:

Due to the large number of individuals wishing to speak tonight and in the interest of time, the following adjustments to the public comment procedures will apply: *(describe the adjustments)*

[Add the following if the Board is not using simultaneous translation equipment: “For any member of the public who is accompanied by a translator, your time will be doubled as required by law.”***]***

Workshop Meetings and Non-Regular Meetings

“The purpose of Community Input during the Board Workshop is for the entire board to receive feedback from citizens regarding items on the Board Workshop Agenda. The Board will hear the public comments but will not respond, except, as authorized by the Texas Open Meetings Act, to respond to an inquiry by a member of the public or by a board member with a statement of specific factual information, a recitation of existing policy, or to

deliberate a proposal to place a subject on the agenda for a subsequent meeting. Matters brought forth that require a response will be addressed by the Superintendent as appropriate. All information received is subject to verification. Comments are limited to workshop agenda items only and for one minute per agenda item.

In a district our size, there will be issues or topics which will generate considerable interest from the public. It is important that members of our community be able to address the school board respectfully, without disruption, and without fear of intimidation from other attendees.

On behalf of the Board, the superintendent, and CCISD staff, we welcome your input during CCISD school board meetings. We request that everyone exhibit the respect and understanding each person deserves when addressing the school board during the public input portion of the meeting.”

[Insert optional text if the presiding officer will adjust the Board's procedures on public comment for the meeting]:

Due to the large number of individuals wishing to speak tonight and in the interest of time, the following adjustments to the public comment procedures will apply: *(describe the adjustments)*

[Add the following if the Board is not using simultaneous translation equipment: “For any member of the public who is accompanied by a translator, your time will be doubled as required by law.”***]***