



ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

**903-AR-1. PRESIDING OFFICER STATEMENT**

**Prior to the period provided for public comment during the meeting, the presiding officer shall make a statement providing direction and establishing expectations for public comment, which will include the following:**

*We have come to the portion of the meeting providing an opportunity for public comment. The Board will follow the procedures established in Policy 903. Public Comment in Board Meetings, which is accessible through the district's website.*

*This time is designated for district residents and taxpayers, employees, and students to comment on the items listed for action or deliberation on tonight's agenda.*

*All individuals wishing to comment this evening must have signed in on the sheet provided and completed the information specified on the sign-in sheet. Each commenter will preface their comments by announcement of their name, and if applicable, group affiliation, including acknowledgement that the individual has been requested to and is authorized to speak on behalf of the organization and identification of the organization's connection to the district.*

*The public comment period is limited to no more than thirty (30) minutes. Each statement made by a commenter will be limited to three (3) minutes.*

*A second comment period will occur after the items for action or deliberation have been completed. At the second public comment period, commenters may also speak about items of concern or other matters involving the school district. Each statement made by a commenter during the second comment period will be limited to three (3) minutes. The second comment period will be limited to not more than thirty (30) minutes.*

*The presiding officer will notify individuals when the time allotted for the individual's public comment has expired.*

*Comments by public participants are their own and should not be assumed to be the statements of the school district or any of its directors, agents, employees or representatives.*