

St. Charles Parish Public Schools
SEAC
Meeting Participation

At the beginning of each regular meeting of SEAC, time will be provided for public comments. To ensure sufficient time for SEAC to address items on its meeting agenda, the total time provided for public comments will be limited. The time provided to individual speakers for comments will also be limited. (The total time allotted for comments is usually 10-15 minutes, and speakers are allowed 2-3 minutes each.) Speakers may be asked to sit in a designated area until called upon by the Chairperson to speak.

Public Comment

Persons wishing to provide public comments will be asked to fill out a speaker card. Persons wishing to speak must acknowledge on the speaker card that they have read these requirements. Persons will generally be called upon to speak in the order speaker cards were received. However, in cases of large numbers of persons wishing to speak, cards may be drawn randomly at the discretion of the Chairperson.

If persons who have signed up to speak do not have an opportunity to do so because time runs out, they may provide written comments on the comment card provided for this purpose. Any person may provide written comments without signing up to speak.

- The Chairperson will announce, “This is the time SEAC has dedicated to receive public comments. Do we have anyone who has signed up to speak?”
- If someone has signed up to speak, the Chairperson will make the following statements:
 - “Speakers will be provided [two to three] minutes to address the SEAC on any issue directly related to the agenda.”
 - “There will be no dialogue, including no question and answer, between speakers and the SEAC members; however, SEAC members will be listening carefully and visitor comments will be recorded.”
 - “After public comments have concluded, speakers are welcome to remain, but no further opportunities to address the SEAC will be provided during the meeting.”
- If no one has signed up to speak, the Chairperson will proceed to the agenda items.

Speakers and visitors are expected to provide comments in a respectful manner. If the Chairperson deems a speaker or visitor to be disrespectful, that person may be warned or asked to cease any further comment or disrespectful behavior. Noncompliance may result in ejection from the meeting.

Visitors

All meetings of the SEAC are open to the public, and visitors are welcome. A Visitor is anyone present who is not an appointed SEAC member. Comment cards will be made available at the sign-in table. Visitors are asked to sign the attendance sheet upon entering and asked to read these participation procedures. Visitors will also be asked to sit in a designated area.

Visitors who do not wish to sign up to speak during the open comment period are welcome to provide written comments on the cards provided. Visitors are observers and may not actively participate in the meeting.

Where applicable, the Chairperson will ensure that a reasonable number of handouts are available for visitors (or projected electronically to enable the participation of the visitors).