

Speaker Signup

Individuals must sign up in advance of the Board meeting by completing a Community Input Request Form and submitting it either online or via mail or email to the Superintendent's office. [See BED(EXHIBIT B)]. Individuals wishing to comment on more than one topic must submit a separate Community Input Request Form for each topic. Community Input Request Forms can be emailed to Greta McMahon at GMcmahon@ccisd.net or mailed to:

Clear Creek ISD
Attn: Superintendent
P.O. Box 799
League City, TX 77574

**To Speak at a
Regular Board
Meeting**

The Community Input Request Form must be submitted online or received in the Superintendent's office no later than noon on the day of the regular monthly meeting. Comments are limited to three (3) minutes per speaker for topics on the Board agenda and to one (1) minute per speaker for non-agenda item topics. If, however, the total number of speakers seeking to address the Board at a meeting exceeds ten (10), the per-speaker time limit for topics on the Board agenda may be reduced to no less than one minute per speaker.

Speakers must be present at the meeting to make his/her own comments during the designated time for Community Input. Speakers who are absent from the meeting at the time of Community Input forfeit the opportunity to address the Board at that meeting, but may submit written comments to the Board.

Public comments regarding items on the Board agenda shall be heard prior to presentations regarding any topics not on the Board agenda. Community Input during regular school board meetings will generally begin after 6:00 p.m.

After the public comments regarding agenda items, public comments regarding non-agenda items shall be heard on a first-come, first-served basis. A total of three speakers shall be allowed for each non-agenda item topic. Public comments on non-agenda items may be heard after all other business of the Board is conducted.

When an individual signs up, the individual must indicate whether the comment pertains to an item on the Board agenda and, if so, which item or items.

An individual who will be accompanied by a translator must notify the District at the time of signup.

<p>To Speak at a Board Workshop or Non-Regular Meeting</p>	<p>The Community Input Request Form must be submitted online or received in the Superintendent’s office no later than noon on the day of the Board Workshop. Comments are limited to workshop agenda items only and for one minute per agenda item.</p> <p>The Community Input portion of the Board Workshop generally begins at 5:00 p.m. or at the beginning of the Non-Regular Meeting.</p> <p>An individual who will be accompanied by a translator must notify the District at the time of signup.</p>
<p>Topic of Public Comment</p>	<p>At meetings other than regular Board meetings, public comments are limited to items on the posted meeting notice and agenda. At regular meetings, comments on other topics may be allowed as time permits. Public comments should be limited to topics relevant to District business.</p>
<p>Time for Public Comment</p>	<p>Generally, the Board will conduct public comment at the beginning of its Board meetings.</p> <p>The Board delegates to its presiding officer the authority to make reasonable adjustments to the timing and conduct of public comment in accordance with law. [See BDAA]</p> <p>The presiding officer will announce these adjustments in an open meeting.</p>
<p>Guidelines for Public Comment</p>	<ol style="list-style-type: none">1. If an agenda item is continued or posted again for a meeting on a later date, individuals who wish to address the Board on the item must sign up separately for that later date.2. Under the Texas Open Meetings Act, the Board is not permitted to discuss or act upon any issues that are not posted on the agenda for the meeting.3. The Board has adopted complaint policies that are designed to secure, at the lowest possible administrative level, a prompt and equitable resolution of complaints and concerns for employees, students or their parents, and the general public. [See DGBA, FNG, and GF] Each of these processes provides that, if a resolution cannot be achieved administratively, the person may appeal the administrative decision to the Board as a properly posted agenda item. For further information on those policies, please contact the Office of Policy and Legal Affairs at 281-284-0013. If the subject of a speaker’s comment involves a pending grievance, the speaker should seek resolution through the grievance process and address the Board only at the appropriate stage of that process.

4. Under the Texas Open Meetings Act, the Board may exercise its authority to discuss certain subject matters on the agenda in closed session, including matters involving individual District staff members and individual students. If a speaker's comment concerns one of these subjects, the speaker should address the concern through the District's complaint policies.
5. Rules of order and decorum will be enforced during the public comment period to ensure efficient meetings. Unlawful or disruptive conduct, including interrupting scheduled speakers, speaking out of turn, or interfering with the rights of others, will not be tolerated. Each participant is legally responsible for the content and consequences of his or her own statements.
6. Disruptive items, including banners and prohibited signs, shall not be allowed in the Board room during Community Input. Individuals shall be limited to displaying one sign no larger than 8 ½ inches by 11 inches in size.

Written Comments to the Board

In lieu of or in addition to speaking at an open meeting, a member of the public may also submit written comments to the Board regarding District business as follows by emailing written comments to the Superintendent's office to Greta McMahon at GMcmahon@ccisd.net or mailing to:

Clear Creek ISD
Attn: Superintendent
P.O. Box 799
League City, TX 77574

Written submissions to the Board are subject to public disclosure in accordance with the law.

Individual trustees' email addresses are available on the District's website at: <https://www.ccisd.net/boardoftrustees>