



School Board, City of Richmond
Request to Speak
Public Information Period

Public Information Period

The Richmond City School Board is responsible by law for the development, review, revision, and adoption of division-wide policies to guide the operation of Richmond Public Schools. The School Board believes that public awareness of the policy-making process is highly desirable and that consideration should be given to the views of teachers, parents, and other concerned community members in the development and implementation of school division policies.

The School Board welcomes community member input and participation in matters concerning the operation of the school division. The "public information" segment of the agenda at regular meetings, not to exceed 30 minutes, is allotted for the hearing of community members concerning the services, policies, and affairs of the City of Richmond Public Schools. Each community member desiring to comment on any matter concerning such services, policies, and affairs shall be allotted such time within the thirty-minute period as determined and allotted by the presiding officer. Each community member will receive up to three (3) minutes to speak. The Chair may allow up to five (5) minutes for community members representing organizations.

Every community member desiring to comment on matters before the Board as herein specified shall, no later than 12:00 noon on the last business day before the meeting at which such community member desires to be heard, request the board clerk for an allotment of time. In the event that time remains during the public information session, the Board may allow community members who have not made a request an opportunity to be heard.

Guidelines for Community Member Participation

1. Speakers should state their full legal name prior to addressing the Board.
2. Speakers will not be permitted to address or question the Superintendent, Board Attorney, Board Clerk, or any other staff member directly. Questions should be directed to the Chairman, who may, at his discretion, solicit a response.
3. Speakers must supply the Clerk, when scheduling an appearance, with a description of their topic and must confine their comments to that subject only.
4. Speakers appearing before the Board will not be allowed to campaign for public office, promote private business ventures, engage in personal attacks on anyone, or use profanity or vulgar language.
5. Applause is permitted during the awards and presentations period only.
6. Community members may express their views in writing in lieu of any oral presentation.
7. Hearing-impaired persons may contact the Board Clerk in advance to make arrangements for an interpreter.



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Directions: Request to speak at a school board meeting by completing this form and submitting it to speakers@rvaschools.net.

School Board meeting on _____

Name _____

Address _____

Telephone (Work) _____ (Home) _____

Indicate if representing an organization: _____

Child/Children in Richmond Public Schools? _____

If yes, where? _____

Description of Topic _____

Guidelines reviewed: _____ (Please enter your initials to indicate you have read and agree to the guidelines for participation.)