

SCHOOL DISTRICT OF CLAYTON

Public Participation at Board of Education Meetings

In accordance with Policy BDDH-1, the Board of Education has adopted the following protocols to ensure effective public comment at its meetings:

- District residents wishing to speak at Board meetings may register to be heard during the public comment portion of the meeting.
- Anyone wishing to address the Board must complete a Speaker's Card with their name, address, email and topic.
- Only individuals who submit a card and are present at the meeting will be recognized for public comment.
- Speaker's Cards must be turned in prior to the start of the Board of Education meeting (preferably 10 minutes in advance).
- Each speaker may be allotted up to three minutes to address the Board. At the discretion of the Board president prior to the beginning of the meeting, the time limit may be adjusted to accommodate the number of speakers.
- Speakers may not address the Board concerning specific personnel issues at a meeting. A speaker will be immediately stopped if they speak about a personnel issue. Such issues should be addressed using the District's established procedures for sharing concerns about school personnel.
- While the Board does not directly respond to a speaker during public comment, the Board will address speakers in the following manner:
 - The Board president may make clarifying remarks at the end of the public comment period to address any misstatements of fact.
 - The Board of Education may send a written follow-up to a speaker in response to their comments.

Board Meeting Date: _____

First and Last Name: _____

Street Address: _____

City: _____

Email Address: _____

Phone: _____

Topic (please provide a short description of your comments):



Speaker's Card

FOR PUBLIC PARTICIPATION AT
BOARD OF EDUCATION MEETINGS

Note: Starting in 2026, those who wish to address the Board are encouraged to complete the online form on the Board Public Comments Kiosk before each meeting begins.