



## **Public Participation Process – Board of Education Meetings**

### **Purpose**

The Board of Education values public input and provides an opportunity for community members to address the Board in an orderly, respectful, and efficient manner.

### **Request to Speak**

- Community members wishing to speak during public participation must complete a Public Participation Request Form prior to the start of the Board meeting.
- Forms submitted after the meeting has begun will not be accepted for that meeting.

### **Time Limits**

- Each speaker will be allotted up to three (3) minutes to address the Board.
- The total time allotted for public participation during a meeting is thirty (30) minutes.
- The order of speakers will be based on the order of forms submitted.

### **Extension of Time**

- The Board of Education may, at its discretion, extend the total public participation time beyond thirty (30) minutes.

### **General Expectations**

- Speakers are expected to conduct themselves in a **respectful and civil manner**.
- Comments should be directed to the Board as a whole.
- The Board will listen to comments but will not respond during public participation.

### **Administration**

- The Board President (or designee) will manage public participation, including:
  - Recognizing speakers
  - Enforcing time limits
  - Maintaining order and decorum



**Public Participation Request Form: Madison Local Schools Board of Education Meeting**

Community members wishing to speak during public participation must complete this form **prior to the start of the Board meeting.**

**Meeting Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address (optional):** \_\_\_\_\_

**City / Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Topic of Comment**

(Brief description of the topic you wish to address)

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**Speaker Acknowledgement**

- I understand that I will be allotted **up to three (3) minutes** to speak.
- I understand that total public participation time is **limited to thirty (30) minutes**, unless extended by the Board.
- I understand that comments should be directed to the Board as a whole and conducted in a respectful manner.
- I understand that the Board will listen but will not respond during public participation.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For Board Use Only**

Time Started: \_\_\_\_\_

Time Ended: \_\_\_\_\_