PITT COUNTY
SCHOOLS

RULES GOVERNING PUBLIC EXPRESSION

Pitt County Board of Education meetings are conducted for the purpose of carrying out the official business of the school system. For example, the Board considers policies and other information that may be utilized for the good of the ***entirety*** of the school system. During its meetings, the Board provides a designated forum for members of the public to express interests and concerns related to the school system. Pursuant to Pitt County Board of Education Policy 2310, the Superintendent hereby adopts the following administrative procedure which sets out the rules governing public expression.

1. ***Request Form*:** Members of the public who wish to participate in public expression must complete the request form on page 2 of this document in its entirety. Blank copies of the form will be available at a table outside of the Board room 30 minutes prior to the Board meeting. All completed forms must be placed in a basket outside the meeting room no later than 15 minutes prior to the start of the meeting.

2. ***Speaker Introduction*:** Prior to giving remarks, the speaker shall state his/her name. If the speaker is speaking on behalf of a group, the speaker shall also state the name of the group and his/her relationship to the group.

3. ***Remarks Made to the Board as a Body*:** Speakers must address their remarks to the Board as a body and not to any individual Board member. The Board Chair will cut off remarks from speakers who attempt to address an individual Board member.

4. ***Time Limits:*** All speakers will be given up to three (3) minutes to speak. Groups will be asked to select one or more spokespersons to speak on behalf of the group. Speakers' remarks will end when the allotted time of three (3) minutes has expired.

5. ***Written Materials*:** Speakers who wish to provide written materials to the Board members should provide twelve (12) copies.

6. ***Obscenity & Defamation Prohibited*:** Speakers are expressly prohibited from making obscene, derogatory, slanderous, or defamatory remarks while addressing the Board. The Board Chair will immediately cut off remarks from speakers who make such comments or any comments that he/she determines to be inappropriate.

7. ***Board Will NOT Respond*:** Questions from the Board members or the Superintendent may be asked for clarification; however, board members will not respond to comments.

8. ***Disruption*:** No person shall be allowed to disrupt a speaker except for board members. The public may not address the Board outside of the designated period for public expression. For example, no person from the floor is permitted to enter into any discussion among the Board members about a matter of business before the Board.

9. ***Additional Cut Offs*:** In the interest of time, if there are numerous speakers on a topic, the Board Chair may limit the number of speakers on the topic.

10. ***Comments Regarding Specific Employees*:** The Board of Education supervises the Superintendent, and in turn, all employees of Pitt County Schools report to the Superintendent. Members of the public wishing to address the specific job competence and performance of school system personnel are strongly encouraged to report complaints directly to the Superintendent or his designee who in turn shall provide information about any relevant grievance procedures.

11. ***Comments Regarding Specific Students*:** Board meetings are recorded and posted online. Members of the public wishing to make comments about specific students may jeopardize the safety and welfare of minor children by making comments at a Board meeting. Instead of making comments at a Board meeting, please refer the matter to the principal of the child's school, or if the principal has not responded, the Superintendent.

12. ***Named Individuals*:** The Board does not censor comments by viewpoint. However, speakers should not name a staff member or student when offering praise or criticism.

PITT COUNTY
— SCHOOLS —

REQUEST TO PARTICIPATE IN PUBLIC EXPRESSION

IF YOU WISH TO ADDRESS THE BOARD:

To participate in public expression, this form must be **filled out completely** and **placed in the basket outside the meeting room no later than 5:45 pm**. **If you do not fill out the form completely or place it in the basket by 5:45 pm, you will not be able to address the Board during public expression**. Similarly, you will not be permitted to address the Board if you are not present when your name is called during public expression. The Board of Education will not respond to comments during the public comment period.

TO THE CHAIR, I wish to speak to the Board concerning the following issue(s):

_____

_____

_____

_____

SPEAKER CONTACT INFORMATION

SPEAKER'S NAME: _____

ADDRESS: _____

_____

City ***State*** ***Zip Code***

Are you the spokesperson for a group? ☐ ***Yes*** ☐ ***No***

How many members of your group are in attendance tonight? _____

☐ ***By checking the box to the left, I agree that I have read and agree to the rules governing Public Expression on the opposite side of this form. If I do not check this box, I understand that I will not be permitted to speak.***

Return Fully Completed Form to the Basket Outside Meeting Room
No Later than 5:45 pm.