

## **Public Comments – Regular Monthly Meetings**

**If you would like to make comment to the board during the “Public Comments” section on the Agenda:**

- **Arrive prior** to the meeting being called to order and,
- **Sign-up** to address the Board by providing your name, address, phone number, email and the topic of your comment on the Sign-in sheet on the Clipboard near the door to the boardroom.

**During the “Public Comments” section on the meeting agenda, the Chairperson will call on each individual to speak. When called upon:**

- State your name,
  - Address Board members as a group,
  - Limit your comment(s) to 3-5 minutes.
- The Chairperson has the authority to terminate the remarks of any individual who does not adhere to these rules, and to terminate repetitive statements.

**If you cannot attend a Board Meeting or arrive after the meeting has been called to order,**

- Email your comment(s) to the Superintendent, Board Members or the Board Secretary. Email addresses and links can be found on the District Website.
- Put in writing your comment(s) and give it to the Board Secretary after the meeting has been adjourned, and it will be shared with all board members.

Direct/Specific questions asked during the Public Comments section of a meeting will be responded to in writing.