

Public Participation in Board Meetings

1. A visitor will provide to the Board secretary a completed *Intent to Speak* card prior to the beginning of the Board meeting and when recognized by the chair rise, identify himself/herself with his/her full name and address and state his/her purpose for appearing.
2. A group of visitors with a common purpose should designate a spokesman for the group.
3. Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the chair.
4. A visitor may introduce a topic not on the published agenda. The Board, at its discretion, may require that a proposal, inquiry, or request be submitted in writing and reserves the right to refer the matter to the administration for action or for study and to report at a subsequent meeting. The Board shall make a decision at the meeting where information is presented only if the issue is considered an emergency by the Board.
5. At the discretion of the Board chair, when meetings are large or controversial, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing information to the Board secretary on a sign-in sheet prior to the meeting. This will help the chair provide adequate time for each agenda item.
6. Statements by members of the public should be brief and concise. The chair may, at his/her discretion, establish a time limit on discussion or oral presentation by a visitor on any topic.
7. Speakers may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board Policy KL - Public Complaints for Board consideration of a legitimate complaint involving a staff member. The association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, his/her supervisor and the Board.

**Warrenton-Hammond School District Board of Directors
Intent to Speak**

The Board welcomes your input. Please complete this card and give it to the Board secretary prior to speaking.

Name _____ Telephone _____

Address _____ Email (optional) _____

Issue to be discussed: Public forum
 Agenda item _____

I would like: To make a presentation to the Board.
 To have someone get back to me with information or an answer.

Complaints brought before the Board shall be referred to the proper school authorities. Complaints shall be processed in accordance with Board policy KL - Complaint Procedures, and accompanying regulations. Hearings conducted before the Board regarding personnel shall take place in executive session.

The Board requests that you limit your comments to three minutes or less.

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