

## Request For Individuals To Be Added to the Agenda and Address the Board of Education

In an effort to facilitate the efficient operation of board meetings and focus the meetings on topics and issues germane and appropriate for board meetings, the following information is to be furnished and specific requirements adhered to by those who wish to appear before the Board and speak.

Name of Individual Requesting to Speak	Date This Written Request Submitted	Date of Meeting at Which Individual Requests to be added to the Agenda
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Brief explanation of subject, topic or issue to be discussed \_\_\_\_\_  
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Explanation of any individuals in the school system to whom this topic or issue has been previously discussed and the outcome of those discussions \_\_\_\_\_  
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If approved by the Executive Committee (Board Chair and Director of Schools) to be added to the Agenda, the undersigned understands the following conditions of an appearance before the Board of Education:

1. Submission of this form to the Director of Schools must be at least seven (7) calendar days prior to the regular business meeting (second Monday).
2. A delegation may have only one speaker.
3. All remarks to the Board will be addressed to the Chair.
4. Remarks will be limited to five (5) minutes.
5. Members of the Board and Director of Schools have the privilege of asking questions of the speaker.
6. The speaker must keep his/her remarks and comments directly related to a school system topic or issue and will refrain from personal remarks or attacks against any individual whether a school system employee or others.
7. The Chair will terminate the remarks of any individual who does not adhere to the above rules or acts in an undignified manner.

Signature of Person Requesting to Appear	Address	Phone Number
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Approved	Not Approved		
		Chair's Signature	Date
		Director's Signature	Date