

**New Richmond School Board**  
February 10 Public Comment Guidelines

**Welcome.** The School Board welcomes input from District staff, residents, and students, and will be setting aside up to one hour for public comment at tonight's meeting. Giving time for public comment is not a requirement of any law, but it is something the School Board is choosing to do. The School Board would like to provide the community with some general information about public comment sessions, including the purpose of a public comment session, the procedures that apply, and prohibited conduct.

**Purpose.** The purpose of a public comment period is to give our community an opportunity to provide input directly to the School Board about issues that fall within the School Board's authority. To fulfill this purpose, comments must be directed to the School Board. Public comment is not a time for citizens to speak to the community or to the audience.

**Written Request to Speak.** Individuals who want to speak during a public comment session must register their intention to comment in the public portion of the meeting upon their arrival at the meeting. Those permitted to speak will be limited to District residents, with preference given to current staff, students, and parents.

- The written request must state: (1) the individual's name, (2) the individual's home address, (3) whether the individual has a child attending school in the District, (4) whether the individual is employed by the District, and (5) the agenda item, if any, that the individual wishes to discuss during the public comment period.
- Note that students may simply sign their first name and grade level, and we will not require students to include their last name, home address, or other identifying information about themselves if they wish to speak.

**Speakers Must Be Recognized.** The School Board Chair will call speakers to the microphone and will recognize one speaker at a time. Only those individuals who have been recognized by the School Board Chair will be allowed to speak during the public comment period. The School Board Chair will rule out of order any individuals who try to speak if they have not been recognized.

**Time Limits.** The public comment period will be held open for up to sixty (60) minutes in total. This time limit is necessary in order to ensure that the School Board is able to conduct its business during the meeting in an orderly, efficient, and timely fashion. Each speaker is permitted to speak for up to three (3) minutes in total. One speaker may not give time to another speaker. Any person who does not get a chance to speak is encouraged to submit written comments to the School Board.

**Cumulative Presentations.** Speakers should avoid repeating comments that other speakers have made. Cumulative presentations are not helpful and can deprive other individuals of the opportunity to speak during the public comment session.

**Rules.** As a reminder, Speakers may not engage in the following conduct and may be ruled out of order or removed from the meeting if they violate these rules:

- Speakers may not discuss or disclose any private educational data on any current or former student. The only exception is that a parent who is speaking may choose to discuss private educational data on his or her own child.
- Speakers may not make allegations, charges, or complaints against any specific or identifiable student or employee. If a person wishes to make an allegation or to file a charge or complaint against a student or employee, the person should make the allegation, charge, or complaint to the Superintendent in writing or in a private meeting, or to the individual designated in District policy to receive the allegation, charge, or complaint.
- Speakers may not make personal attacks against others, including, but not limited to, any student, parent, community member, employee, or School Board member.
- Speakers may not make comments that are defamatory or that would violate federal or state law, including laws protecting the privacy rights of an individual.
- Members of the public may not engage in conduct that disrupts any part of a School Board meeting, or that otherwise impedes the School Board's ability to conduct its business in an orderly and efficient fashion.
- Speakers may not make comments or gestures that are threatening, profane, lewd, vulgar, obscene, harassing, or abusive.