



REQUEST TO ADDRESS THE BOARD OF EDUCATION

Name: _____ Date: _____

Address: _____
(Street Address) (City) (Zip)

Email Address: _____ Phone: _____

The topic I would like to discuss is: _____

This topic is an agenda item

This topic is a non-agenda item

Board Secretary: Barbara Kastle BKastle@madisonschools.k12.mi.us

Please note: The Board welcomes citizen's comments. However, whenever a complaint is made at a Board meeting, the complaint shall be made in accordance with Board Policy 0167.3, the Open Meetings Act, and the Family Educational Right to Privacy Act (FERPA). Board Policy 0167.3 Guidelines for the Public Participation at Board Meetings is included on this form.

Board Policy 0167.3 Public Participation at Board Meetings

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

To permit fair and orderly public expression, the Board shall provide a period for public participation at public meetings of the Board and publish rules to govern such participation in Board meetings and in Board committee meetings.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted at a time as determined by the presiding officer.
- B. Anyone with concerns related to the operation of the schools or to matters within the authority of the Board may participate during the public portion of a meeting.

- C. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- D. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name and/or group affiliation, if and when appropriate.
- E. Each statement made by a participant shall be limited to three (3) minutes duration.
- F. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- G. Participants shall direct all comments to the Board and not to staff or other participants.
- H. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- I. The presiding officer may:
 - 1. prohibit public comments which are frivolous, repetitive, or harassing;
 - 2. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 3. request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;
 - 4. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - 5. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 - 6. waive these rules.