

Request to Appear Before the Board

This form must be completed and returned to the clerk or the superintendent at least three days before the meeting at which you wish to speak. Your request will be reviewed and one of three recommendations will be made:

1. Appearance before the board at the next regular meeting.
2. Appearance before the board in executive session.
3. Referral of your request to the appropriate administrator.

Permission to appear before the board at a regular meeting is subject to the following rules:

1. Presentations shall not exceed three minutes.
2. Subject matter, other than policy issues, will be referred to the administration.
3. Comments shall be limited to issues and not refer to personalities.
4. Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
5. Typed copy, or an outline of your presentation must be included with this request form.

Name_____

Address_____Telephone_____

Individual or organization (if any) you represent_____

Organization's address_____

Signature_____Date_____

District official's signature_____

Date received_____Time received_____

Note: The policy **BCBI** does not apply to special board meetings unless the special meeting is a public hearing.