206.01.01 GUIDELINES FOR PUBLIC COMMENT
Public Comment provides opportunity for the public to bring issues or comments to the attention of the Board of Education.

ONLINE SUBMISSION OF PUBLIC COMMENT
1. Public Comment can be made online at the following web address:
   http://boe.spps.org/public_comment

2. Online submissions will be provided to Board members prior to regular meetings of the Board. Online submissions must be received by noon the day before a public comment session to be included in that month’s public comment. Submissions received after that time will be provided to Board members prior to the next regular Board meeting.

3. The name provided by the commenter and topic of online submissions will be included in the record in the same manner as in-person comments.

IN-PERSON PUBLIC COMMENT
1. In-person Public Comment will occur from 5:30-6:00 p.m. before regular meetings of the Board of Education.

2. Public comment is an opportunity for the Board to listen. The Board will not engage in dialogue and, as a general rule, the Board will not comment on or respond to any comments made by speakers.

3. The Board requests that people who want to speak at Public Comment contact the Board’s secretary at (651) 767-8149 at least one week prior to the Board meeting in order to be placed on the schedule. The following information is requested to allow follow-up as necessary:
   • Name
   • Mailing address
   • Phone number
   • E-mail (if available)
   • Subject to be addressed

4. Persons who have not signed up to speak in advance may sign up the evening of the Board meeting prior to 5:30 p.m.

5. Each person desiring to speak must complete the Sign-in Log and may also complete an optional Public Comment Information Form with a detailed description of their topic and the action or response they are requesting from the Board or district administration. These forms will be at a table inside the meeting room. The Information Form may be given to
either the individual handling sign-in or to the Board’s secretary the
evening of the Board Meeting.

6. Speakers are advised that any complaint or issue related to personnel
must be made in writing.

7. Each speaker should state their name only at the beginning of their
presentation; no additional information (such as address) is necessary.

8. In general, speakers will be prioritized as follows:
   a. Students
   b. Speakers wishing to speak to an agenda item
   c. All others

9. The in-person Public Comment period will take place for 30 minutes. The
following guidelines have been established to most effectively use the
allotted time:
   a. The period will begin by reading a list of online comments that have
      been submitted since the previous Public Comment period. Then in-
      person speakers will be given the opportunity to comment.
   b. Individuals may be allotted up to 3 minutes to speak. The time
      allotment will be adjusted to accommodate as many speakers as
      possible.
   c. Each presentation will be timed. The speaker will be notified when
      there is one minute remaining in their allowed time and when the
      allowed time has expired. At that point, speakers are asked to
      complete their statement and allow others their turn to speak.
   d. If a situation arises where not everyone can be accommodated in the
      30 minute period, those who have spoken at public comment within
      the last three months may be removed from the list of speakers. If a
      large group wishes to address one subject, they may be asked to
      coordinate among themselves in order to present their subject within
      the allotted time. Finally, within each of the subcategories, speakers
      will be prioritized according to when they signed-up to speak.
   e. The Board may make special arrangements for Public Comment to
      account for extraordinary situations or topics that are generating high
      levels of public interest.

10. Speakers who have a written version of their comments are asked to bring
    a copy to leave with the Board secretary.

11. The speaker’s name and topic of comment will be included in the public
    record.