

**WHITEHALL DISTRICT SCHOOLS BOARD OF EDUCATION**  
**Guidelines for Public Participation at Board Meetings and Comment form**

This is a meeting of the Whitehall District Schools Board of Education, in public, for the purpose of conducting the School District's business and is not to be considered a public community meeting. The Whitehall 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. The Board has established the following protocols and guidelines for public participation at board meetings in accordance with their Bylaw 1002–Meetings of the Board of Education.

1. Any individual may address the Board during public comment time up to 3 minutes. *If (3) three minutes is exceeded:* 1) the person will be asked to finish their thought; 2) the meeting will be adjourned for one-half hour; 3) if individual continues speaking the meeting will be adjourned until the next day.
2. Attendees wishing to speak during the public portion of the meeting are asked to register their intention by filling out a public comment form. Participants will be recognized by the presiding officer (usually the Board President) and, for the purpose of entering into meeting minutes, be requested to preface their comments by an announcement of their name. Once public comment begins, no more forms may be handed in.
3. No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.
4. Participants shall direct their public comments to the Board of Ed and **not** to other participants of the meeting.
5. Generally, the Board and individual Board members will not directly respond to comments or questions that arise during the public comment portion of the meeting.
6. The presiding officer may: 1) interrupt, warn, or terminate a participant's statement when the statement is personally directed, abusive, obscene, or irrelevant; 2) request any individual to leave the meeting when that person engages in conduct that constitutes a breach of the peace.
7. Tape or video recordings are permitted, providing the person operating the device does not create obstructions or distractions during the meeting and does not conduct interviews in the meeting room while the meeting is in session.

**If you wish to speak at tonight's meeting, please return this completed form to the Board of Ed Administrative Assistant, prior to the start of the meeting.**

Name: \_\_\_\_\_ Topic: \_\_\_\_\_

Address: \_\_\_\_\_

I would like the superintendent to contact me:

by phone: \_\_\_\_\_

by email: \_\_\_\_\_