

BANQUETE INDEPENDENT SCHOOL DISTRICT

CITIZEN'S REQUEST TO ADDRESS THE BISD BOARD OF TRUSTEES

Public Comment: Speaking about an item on the agenda

The BISD Board of Trustees will hear comments from individuals who have signed up to speak before the meeting begins. This portion of the meeting is set aside to speak to the board about any matter of interest pertaining to the school program. Board policy allows the presiding officer to adjust the amount of time for public comments when necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board. On agenda topics, each person is allowed to speak individually. Do not expect a debate with the Board or individual Trustees.

Each person may speak for no more than three (3) minutes. The person addressing the Board shall stand and state his/her name and address before beginning the comment. **The Board asks that those addressing the Board refrain from derogatory comments.** During this part of the meeting, the Board of Trustees will listen, but are forbidden by the Texas Open Meetings Act from discussing any topic raised or making any decision.

Public Comment: Non-Agenda Item or Special Session

The audience shall not enter into discussion or debate on the matter being considered by the board, unless the individual has given 24 hour notice prior to the specific agenda item they have interest in commenting on. Each person may speak for no more than three (3) minutes. This has been enacted so that the presiding officer can allow appropriate flow of matters. **Persons wishing to participate in an open forum must sign up no less than 24 hours before the meeting and indicate the topic about which they wish to speak.**

The Open Forum is not the time or place to bring the Board of Trustees complaints or criticisms about individual employees or other complaints. If the presiding officer determines that a presentation during this portion of the meeting is a complaint, he/she will respectfully ask that person to stop speaking and to use the boards' adopted policy and procedures for presenting those complaints.

You may sign up in the Boardroom before the meeting starts if this is Public Comment. The Board President will invite you to come forward and speak. **The speaker should rise, identify himself/herself by name and address and, if he/she represents an organization, identify the group. All remarks will be addressed to the BISD Board. Person (representative) may speak for no more than three (3) minutes.**

Fill out the questionnaire below and submit to the BISD Administration Office 24 hours prior to the Board of Trustee Meeting if this is in regards to a Specific Agenda Item during a special called meeting or non-agenda item during a regular meeting. The Board President will invite you to come forward and speak. **The speaker should rise, identify himself/herself by name and address and, if he/she represents an organization, identify the group. All remarks will be addressed to the BISD Board. Person (representative) may speak for no more than three (3) minutes.**

I wish to speak to the BISD Board of Trustees concerning the following:

Subject: _____

Is Subject on the Board Posted Agenda? _____ Yes _____ No

If _____ yes, _____ what _____ is _____ Subject _____ # _____ on
Agenda _____

Print Name of Person Speaking _____

Signature of Person Speaking _____

Organization _____

Mailing Address _____

Phone Number _____