

## Public Comment Signup Sheet

At all Board meetings, public comments are limited to individuals who sign up to speak prior to the meeting. Public comments should be limited to topics relevant to District business.

In lieu of or in addition to speaking at an open meeting, a member of the public may also submit written comments to the Board regarding District business as follows:

- Email Board President Mark Garcia at [mark.garcia@sweetwaterisd.net](mailto:mark.garcia@sweetwaterisd.net)
- Written submissions to the Board are subject to public disclosure in accordance with the law. Please know that written communication to the Board of Trustees that is done so anonymously will not receive Board attention, discussion, or response and will not result in directives to the administration.
- Please know that submission by email will not be a replacement for signing up to speak and will not be addressed at the called meeting, but it will allow the board to disseminate the information to the appropriate person to be addressed for your convenience.

The following guidelines apply to public comment:

1. Individuals must sign up before the Board meeting by appearing in person at the designated meeting on the day of the scheduled meeting. Signup will be available 15 minutes prior to the start of the designated meeting and commence once the meeting officially starts. When an individual signs up, the individual must identify the topic that will be addressed. An individual who will be accompanied by a translator must also notify the District at the time of sign up.
2. If an agenda item is continued or posted again for a meeting on a later date, individuals who wish to address the Board on the item must sign up separately for that later date.
3. The period reserved for public comment at a Board meeting will generally occur at the beginning of the meeting. However, in the interest of time and the orderly conduct of public business, the presiding officer may make adjustments in accordance with the Board's adopted procedures on public comment.
4. A speaker will be given up to five (5) minutes to address the Board. If, however, the total number of speakers seeking to address the board at a meeting exceeds six (6) speakers (this number will vary at board meetings held for the purpose of having a Public Hearing and the amount of time allotted for it), the per-speaker time limit may be reduced. In no event will a speaker be given less than one minute to address the Board.
5. Under the Texas Open Meetings Act, the Board is not permitted to discuss or act upon any issues that are not posted on the agenda for the night's meeting.
6. The Board has adopted complaint policies that are designed to secure, at the lowest possible administrative level, a prompt and equitable resolution of complaints and concerns for employees, students or their parents, and the general public. [See DGBA, FNG, and GF] Each of these processes provides that, if a resolution cannot be achieved administratively, the person may appeal the administrative decision to the Board as a properly posted agenda item. For further information on those policies, please contact Dr. Deidre Parish, Superintendent of Schools, at 325-235-8601. If the subject of a speaker's comment involves a pending grievance, the speaker should seek resolution through the grievance process and address the Board only at the appropriate stage of that process.

7. Under the Texas Open Meetings Act, the Board may exercise its authority to discuss certain subject matters on the agenda in closed session, including matters involving individual District staff members and individual students. If a speaker's comment concerns one of these subjects, the speaker should address the concern through the District's complaint policies.

8. Rules of order and decorum will be enforced during the public comment period to ensure efficient meetings. Unlawful or disruptive conduct, including interrupting scheduled speakers, speaking out of turn, or interfering with the rights of others, will not be tolerated. Each participant is legally responsible for the content and consequences of his or her own statements.

Please provide the information requested below if you wish to address the Board during the public comment period:

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

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

Telephone: \_\_\_\_\_

Will you be accompanied by a translator?

Yes (if known, please provide the name of the translator: \_\_\_\_\_)

No

Does the topic or topics on which you wish to address the Board appear on the current agenda?

Yes

No Please indicate the topic or topics about which you wish to address the Board:

\_\_\_\_\_  
\_\_\_\_\_

Alternatively, written comments may be submitted to Board President Mark Garcia at [mark.garcia@sweetwaterisd.net](mailto:mark.garcia@sweetwaterisd.net) as mentioned above, and that information will be forwarded to the lowest level administrator in accordance with board policy who is in a position to assist you with the issue.

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