



## **PROCEDURES FOR REMOTE AND IN-PERSON PUBLIC COMMENT**

Members of the public are invited to comment to the Board on any topic related to school business.

Items requiring consideration by the Board must be approved as an agenda item by a 2/3ds vote of the Board members present. Such items may be referred for further study and not necessarily acted upon at this meeting.

Anyone wishing to address the Board should adhere to the following procedures:

**Submitted Public Comment must be received by 4:00 p.m. on the day of the meeting**

### **Before a Meeting**

1. Send your comments to: [susaneverett@bristol12.org](mailto:susaneverett@bristol12.org)
2. Be sure to put **PUBLIC COMMENT – FINANCE-OPS** in the subject line.
3. Include your name and address.
4. Direct your comments to the Committee Chair.
5. Your comments will be placed on file and distributed to committee members.
6. All comments should be written in an appropriate manner, particularly if concerning a personnel matter.
7. Any comments not adhering to the guidelines will not be distributed at the meeting.

### **During a Meeting**

1. Everyone is requested to address the Committee Chair for recognition.
2. Each speaker must state his/her name and address.
3. All speakers must observe rules of common etiquette. Personalities are not to be injected.  
Anyone violating this rule will be denied the floor. Unless waived by the committee chair or a majority of the committee.
4. Each speaker shall limit his/her remarks to three (3) minutes.
5. A speaker will not be recognized for a second time on the same topic.
6. Written statements and materials may be made available in advance of comments, for distribution to committee members.
7. Speakers shall state their positions on the subject being discussed.
8. Committee members will not respond directly to comments during the committee meeting.  
The Superintendent will direct the question to the appropriate staff member for follow-up.

Bristol Public Schools  
Bristol, Connecticut