



OPEN FORUM PROCEDURES

The following should be read by the Board President at the beginning of open forum, before any speakers take the podium:

At regular meetings, the Board of Trustees will allow Open Forum to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.

1. Pursuant to Policy BED, each participant will be limited to five minutes to make comments to the Board. Non-English speakers that require translation will be allowed an additional five minutes for translation purposes.
2. **Employees or members of the public should follow and exhaust all administrative procedures and remedies prior to presenting complaints about a student matter or district employee to the Board.** Complaints about student discipline, specific student issues or employee matters may be redirected to the appropriate administrative channels.
3. The board does not generally respond directly to comments nor answer questions asked by speakers. Texas law does not allow the Board to discuss or take actions on any issues that has not been posted on the meeting agenda. However, specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide any matter or issue that is not included on the agenda posted with the public notice of this meeting.