



206.1FRM PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS - PROCEDURE & REQUEST FORM

To address the school board during the public comment portion of the regular board meeting, please read the procedures outlined below, complete this form, and deliver it to the District Office in person at 1000 W. 11th St., Hastings, MN 55033 or by email to: tludwig@isd200.org.

This form must be delivered no later than 8:00 a.m. on the day prior to the regularly scheduled board meeting at which you intend to speak. If you intend to provide documents to the school board, please email the documents to tludwig@isd200.org in advance of the meeting.

Procedures and Limitations:

1. Speakers must have a direct connection to Independent School District No. 200, such as being a parent/guardian of a student in attendance, a taxpayer, a business owner in the local community, an employee of the School District, or having another clear connection to the District;
2. The public comment portion of the meeting is limited to a maximum of five speakers;
3. Each individual speaker is limited to three minutes;
4. After being recognized by the board chair, each speaker will identify themselves/the group they represent, if any. If the speaker is part of a group that plans to speak on a topic, he/she will be expected to designate one individual to speak on the topic, so other speakers have an opportunity to be heard on other topics;
5. Public comment is not the place to address matters related to specific students or staff. Please reference [Policy 103 \(Complaints - Students, Employees, Parents, Other Persons\)](#) for the appropriate method to be heard on those matters or bring concerns to District personnel, such as the building principal or superintendent;
6. Personally identifiable information, including, but not limited to names of students or School District personnel must not be disclosed in the course of public comment;
7. Speakers are expected to refrain from the use of profanity or obscenities or conduct that poses a substantial or material disruption to the board meeting;
8. If a speaker violates the procedures and limitations set forth herein, he/she may be ruled out of order, which will result in forfeiture of the remainder of the speaker's time. Continued or repeat violations of the procedures and limitations may result in the loss of the privilege to address the board at future meetings;
9. Public comment is a valuable listening session. Board members may not directly respond to issues raised by a speaker at the board meeting, but they may ask clarifying questions. Individuals are always welcome to schedule an appointment with individual board members to follow up on matters raised during public comment.

Speaker Information:

Name: _____

Date of board meeting at which you plan to speak during public comment: _____

Are you a resident of ISD 200? ☐ Yes ☐ No

If not, what is your direct connection to the school district?

If you will be speaking as a representative of a group, name and/or description of the group:

Topic:

Do you plan to comment on an agenda item?

☐ Yes – Identify the agenda item _____

☐ No - Topic of public comment _____

Have you contacted District personnel about the topic? If so, who and when? **■**

What would you like the school board to do in response to your comments?

I acknowledge that I have read and that I understand the procedures and limitations for public comment, as outlined on this form **as well as in** [Policy 206](#) (Public Participation in School Board Meetings), and I agree to abide by them.

First and Last Name (please print)

Signature

Date: _____

Updated: **04.12.2024**