

Request to Address the Stephenville ISD Board of Trustees

The Board has set aside a public participation time during open meetings so that citizens may have the opportunity to address the Board. The Trustees are pleased to listen to opinions and constructive statements that will help them make informed decisions. Your interest in Stephenville ISD is appreciated and welcome.

In accordance with the Texas Open Meetings Act, Tex. Gov't Code §551.007, each member of the public who desires to address the Board regarding an item on an agenda for an open meeting shall be allowed to address the Board regarding that item before or during the Board's consideration of the item. The Board will decide the order of public comment. A public member's presentation to the Board may not exceed 5 minutes, on a given agenda item. In accordance with BED (Local) the Board shall allot a reasonable amount of time to hearing persons who desire to make comments to the Board and may extend time as it deems necessary to give everyone who wishes to speak to the Board an opportunity to do so. This time may be used for a member of the public to address different topics with the Board at the same meeting. In other words, the public speaker may reserve time for different topics if necessary. If a speaker requires an interpreter, the speaker is asked to notify the District in advance of the meeting, so that a reasonable accommodation may be made. If no interpreter is present and/or simultaneous translation equipment is not available, the speaker will be allotted twice the amount of time as a member of the public who does not require the assistance of a translator, on a given agenda item, to address the Board.

Please be advised that the Board may not discuss or take action on matters that are not properly posted for action on the Board's posted agenda.

In accordance with Board Policy BED (Local) the Board will not tolerate disruption of the meeting by members of the audience.

Public participation time is not intended for the presentation of grievances. The Board will only consider grievances that remain unresolved after the grievance has been presented through the appropriate Board policy, and administrative remedies have been fully exhausted. At that time, and consistent with Board policy, such grievance will then be placed on the agenda. For further information on the requirement for filing a grievance, contact the Superintendent or a Principal. The District grievance policies may also be found online at <https://pol.tasb.org/Home/Index/449>.

1. All requests to address the Board should be turned in to the Board Secretary or designee no later than fifteen minutes prior to the meeting being called to order.
2. **By signing below, I confirm that I have read this form and Board Policy BED (Local) which located on the back of this form.**

Name of Person Making Request: _____

Address: _____

Telephone: _____

I wish to address the Stephenville ISD Board of Trustees about (please be specific):

Signature

Date

**Limit on
Participation**

Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

Public Comment

At regular meetings the Board shall allot a limited amount of time 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.

No presentation shall exceed five minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.

Board's Response

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

**Complaints and
Concerns**

The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy (see list below) to seek resolution:

Employee complaints: DGBA

Student or parent complaints: FNG

Public complaints: GF

Disruption

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting.