

## Open Forum Guidelines

The citizen's open forum shall be scheduled at each regular meeting of the board.

1. The agenda time limit shall be thirty (30) minutes.
2. Each speaker may speak no longer than five (5) minutes.
3. In the event that more than six persons wish to speak, the president shall determine the time allocations for each.
4. By consent of the board, the agenda time may be extended.
5. Information may be submitted to the board in written form.
6. Electronic devices may be used to record the proceedings.
7. A person wishing to speak shall identify himself and state whether or not he represents an opinion of a group.
8. Presentations containing information or comments related to Unified School District 413 personnel may be referred for review in executive sessions.
9. The president has the option to stop the proceedings and poll the board to determine if a speaker may continue.
10. No action will be taken on items presented in open forum at that meeting.