

## Long Prairie-Grey Eagle School District School Board Public Participation Sign-In Form

*Please review the Board Public Participation Form prior to completing this form. Unless put on the agenda in advance, public comment is restricted to items on the board agenda.*

[illegible]

## LONG PRAIRIE-GREY EAGLE SCHOOL BOARD PUBLIC PARTICIPATION FORM

**Please review the following and by signing up to address the School Board, you acknowledge that you have read and agree to abide by the following:**

1. Citizens who wish to have a subject discussed at a public-school board meeting are encouraged to **notify the superintendent's office in advance** of the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Citizens who wish to address the school board on a particular subject should **identify the subject, the group they represent if applicable, and identify agenda item(s)** to which their comments pertain.
3. The school board chair will recognize **one speaker at a time**, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to **limit** discussion of any agenda item to no more than **5 minutes**. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization. The total allotted time for guest speakers will be restricted to 30 minutes. If there are many guest speakers the time to speak may be reduced in the order for the board to conduct business.
5. Matters proposed for placement on the agenda which may involve **data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public**, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule **out of order** any discussion by any person, including school board members, that would **violate the provisions of state or federal law**, this policy or the statutory rights of privacy of an individual.
7. **Personal attacks** by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the **number of persons** in attendance seeking to be heard, the school board reserves the right to impose such other **limitations and restrictions as necessary** in order to provide an orderly, efficient, and fair opportunity for those present to be heard.
9. Except as determined by the school board to be necessary or in an emergency, the school board will **not take action at the same meeting** on an item raised for the first time by the public.

**Excerpt from Policy 206, a full copy is available online and upon request**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Signatures indicates that policy 206 has been made available to you, you understand the policy, and agree to follow that policy*