

Below are the current Public Comment Guidelines used in the Big 9 (2024.11.20)

Albert Lea

We do not read emails. This is the language we use on our regular board meetings which is the 3rd Monday of each month.

*Open Public Forum will be placed on the agenda for regular board meetings. During this part of each regular School Board meeting, up to thirty minutes of time will be allowed for district constituents to address the School Board. Each person is asked to identify him/herself by name and, if he/she represents an organization, to name the group. Remarks should be addressed to the Board as a whole. **Each presentation may have up to two minutes.** The School Board will not hear complaints about individual school employees or permit discussions of such matters in an open meeting. No response, reaction nor action shall necessarily be taken by the Board during the open forum portion of the meeting and the School Board will take no action at a meeting on an issue raised for the first time by the public.

Austin

During each Regular School Board meeting, the Board will allow members of the audience to address the Board. Please observe the following guidelines:

- Notify the Chairperson of the Board or Secretary that you wish to address the Board. Sign in sheet is available at the door.
- The speaker is asked to identify him/herself by name and, if he/she represents an organization, to name the group. Remarks should be addressed to the Board as a whole.
- Each presentation will be limited to five (5) minutes.
- Delegations must be represented by not more than three (3) spokespersons, with the same five (5) minute limitations for each.
- The School Board will not hear complaints about individual school employees or permit discussion of such matters in an Open Meeting. Charges or complaints of such nature shall be presented in writing to school administration and signed by the person making the complaint. Thereafter, such discussion shall be conducted in a Closed Meeting pursuant to the Open Meeting Law.
- The Chairperson of the Board may terminate the right of any speaker to continue should they be accompanied by people whose behavior is improper.
- No response, reaction, nor action shall necessarily be taken by the Board during the Delegations / Public Comment portion of the meeting.

We do not accept/read emailed comments.

Faribault

If a person wishes to address the Board on an item listed on the agenda, he/she will be recognized by the Chairperson at the time that item comes up for discussion on the agenda. Many items of business are considered at each School Board meeting and the Board wishes to give ample time to all issues. Thus, it is important that all persons addressing the Board be as clear and concise as possible. At each meeting there will be an opportunity under Community Comment to address the Board early in the meeting.

Anyone interested in making a Public Comment will be asked to complete an information card before the meeting starts providing their name, address and topic of their comment. All comments must conform to School Board Policy 206 which is available for review on the district website.

Each speaker will have 3 minutes each to make comments on one specific topic.

Each topic will have a total of 15 minutes allowed for comments.

Mankato

The Mankato Area School Board welcomes public participation through Public Comment.

Hearing from citizens is an important aspect of public service, and the School Board appreciates people sharing their views.

It is important to note that School Board meetings are business meetings held in the public.

They are not public meetings nor are they a public forum. They are a business meeting of the elected representatives of the school district. The Mankato Area School Board expects that the same etiquette and decorum displayed during the business meeting be present during the Public Comment.

- Public Comment participation is limited to those individuals who wish to speak to an item on the Board agenda.
- The School Board does not comment or ask questions during Public Comment.
- Each speaker is asked to provide his/her name and city for the record.
- Each speaker is allowed three (3) minutes to speak. The Board Chair will alert speakers when their time is up. Failure to stop speaking and blatantly ignore the cue, will result in an individual losing the ability to participate in Public Comment for the next two months.
- When there is a large number of speakers, the Board Chair may modify Public Comment, such as shortening the time allotted for each speaker, adding an overall time limit, or shifting a portion of Public Comment to the end of the meeting.

- Public Comment participants are prohibited from calling out or addressing any individual School Board or school district staff member. If this occurs, Public Comment will be closed and the individual will not be allowed to participate in future Public Comments.
- Crowd noise or any sort of grandstanding during Public Comment, including applause, talking, shouting, or any outbursts will result in the Public Comment being closed.

Citizens wishing to speak are asked to fill out the form online by 3 pm the day of the meeting or complete a Visitor Registration Card (located at the door of the meeting room) and hand it to the Board Chair or Deputy Clerk prior to the start of the meeting.

Northfield

Public comment for the regular school board meetings may be made in person at the beginning of the meeting and you must sign up in person prior to the beginning of the meeting. The boardroom opens at 5:30 p.m. Comments must comply with the district's public comment guidelines explained [here](#). The board may limit the number of people permitted to participate in the public comment portion of the meeting and the board has allotted up to thirty total minutes at each regular school board meeting for public comment.

Owatonna

Below are our guidelines that are on our website. We do not read email comments. Public comment is allowed during our regularly scheduled business meeting.

The School Board is an elected body formed by Minnesota law to conduct the business of the school district at open meetings, which the public may observe, with specific exceptions. In the interest of open communications and hearing the concerns and views of the public, the School Board gives the public an opportunity to address the Board in the "Public Forum" portion of the meeting. The following are the rules for "Public Forum":

- Only individuals who meet one or more of these categories will be allowed to address the Board: district resident, district taxpayer, district student, district parent/guardian, or district staff.
- Complete the card at the meeting location, indicating your wish to speak, and hand it to the clerk or board chair prior to the meeting.
- You are allowed three minutes to speak to the School Board.
- The School Board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the School Board.
- 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.
- Address your remarks to the full School Board, not to any specific member(s) or public attendees.

- The School Board and Superintendent will not respond until they have had time to research the issue you are addressing.
- The following will not be allowed: slander, defamation, profanity, personal attacks, revelations of private data, or cheering, jeering, or other disruptive behaviors. The School Board will stop these types of speech by calling the speaker out of order. If the speaker or attendee persists, they will be required to leave the meeting.
- Failure to abide by these rules could forfeit your right to speak at future meetings.
- Signage, placards, or posters that obstruct the view or create a safety hazard are prohibited during school board meetings.

Rochester

We use a [Google Form](#) for public comment requests. People are required to sign up the day before the meeting by 5:00 pm. They can only comment at regular school board meetings. Once I receive a request and confirm the availability of 3-minute slots available, I will send an email to let them know which number commenter they will be. I provide an approximate time for them. We don't allow anyone to provide comments to the board at two consecutive meetings. We don't record or livestream the comments and we don't read comments that have been provided via email.

Winona

Time is provided during regular board meetings where citizens may address the school board. Individuals interested in addressing the board are asked before the meeting to complete a "Public Comment" card located at the Winona Senior High School Multi-Purpose Room, the regular meeting location.

Note: There is no public comment during special meetings. For more on public comments, ***please see School Board Policy 206***