

See the following pages for forms addressing audience participation at Board meetings:

Exhibit A: Audience Participation Sign-up Sheet — 1 page

Exhibit B: Sample Statement for Introducing the Public Comments Segment of a Board Meeting — 1 page



EXHIBIT A

AUDIENCE PARTICIPATION SIGN-UP SHEET

Any person wishing to address the Board about a topic related to District business during the period reserved for public comment at a Board meeting must sign up to be heard, in accordance with District policy BED(LOCAL):

1. The period reserved for public comment at a Board meeting will be limited to \_\_\_\_\_ minutes.
2. Each participant will be limited to \_\_\_\_\_ minutes to make comments to the Board.
3. Any group of five or more persons must appoint one person to present the group's views to the Board and will be limited to \_\_\_\_\_ minutes to make comments to the Board.
4. Under the Texas Open Meetings Act, the Board is not permitted to discuss or act upon any issues that are not posted on the agenda for tonight's meeting.
5. The Board has adopted complaint policies that are designed to secure, at the lowest possible administrative level, a prompt and equitable resolution of complaints and concerns. Each of these processes provides that, if a resolution cannot be achieved administratively, the person may appeal the administrative decision to the Board as a properly posted agenda item. For further information on those policies, please contact \_\_\_\_\_ (*name and/or title of designated District employee*) at \_\_\_\_\_ (*phone number*). If the subject of your comment involves a pending grievance, please continue to seek resolution through the grievance process and address the Board only at the appropriate stage of that process.
6. Under the Texas Open Meetings Act, the Board may exercise its authority to discuss certain subject matters in closed session, including matters involving individual District staff members and individual students. If your comment concerns one of these subjects, please address your concern through the complaint policies described above.
7. Finally, please be aware that rules of decorum will be enforced during the public comment period. Personal attacks, name-calling, and rude or slanderous remarks will not be tolerated. Each participant is legally responsible for the content and consequences of his or her own statements.

Please fill in the information requested below if you wish to address the Board during the public comment period:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Topic \_\_\_\_\_



EXHIBIT B

SAMPLE STATEMENT FOR INTRODUCING  
THE PUBLIC COMMENTS SEGMENT OF A BOARD MEETING

“The Board encourages comments about the District from citizens of the District or from District employees. Anyone wishing to speak, either as an individual or as a representative of a group, may do so at this time. The period reserved for public comment will be \_\_\_\_\_ minutes. The Board asks that each participant’s comments pertain to public education and be no longer than \_\_\_\_\_ minutes.

“Remember that the Board may not discuss or act upon any issues that are not posted on our agenda. If an issue mentioned is listed on tonight’s agenda, the Board will defer discussion of the issue until the appropriate time during the meeting.

“In addition, the Board has adopted complaint policies that are designed to secure, at the lowest administrative level, a prompt and equitable resolution of complaints and concerns. Complaints brought by employees may be heard in accordance with policies DGBA(LEGAL) and DGBA(LOCAL); by students or their parents, in accordance with policies FNG(LEGAL) and FNG(LOCAL); and by citizens, in accordance with policies GF(LEGAL) and GF(LOCAL). Each of these processes provides that, if a resolution cannot be achieved administratively, the person may appeal the administrative decision to the Board as a properly posted agenda item.

“Copies of our District policies on public participation in meetings and filing complaints are available \_\_\_\_\_ (*location*).”

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**Note:** This text is based on provisions typically found in policy BED(LOCAL).

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