

# ACADEMY ADVENTURES MIDTOWN SCHOOL GOVERNING BOARD

## *Call to the Public Procedures*

***During each Board meeting, the Board conducts a “Call to the Public” when members of the public may address the Board. Speakers who wish to address the Board:***

- Must turn in a signed request (using the form provided at the Board meeting) to the Board Secretary. Any written materials for the Board should be included in this request.
- Are given up to five (5) minutes to make their remarks.

***The following priority will be given to speakers during “Call to the Public”:***

- Matters scheduled on the same meeting’s agenda
- Other matters; presenters who haven’t addressed the Board in the previous two months.
- Other matters; presenters who have address the Board in the previous two months.

***The Board retains its prerogative to:***

- Refuse to hear comments on a specific issue if a public comment session has been held on the issue.
- Limit the time or the number of speakers on the same issues.
- Refuse to have letters read *on behalf of other individuals*.

If speakers have comments that are too long for the time allowed, or if members of the public would like materials distributed to the Board, written materials may be provided to the Board Secretary. All written materials are distributed to and given consideration by the Board.

Because of the diversity of issues present during “Call to the Public,” Board members **will not** respond to speakers during this comment period. The speaker’s concerns are recorded and may be referred to the appropriate staff for follow-up. The Board is informed of the outcomes of the staff efforts to respond to the speaker’s concerns.

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## *Call to the Public Sign-Up Form*

*This form must be submitted prior to a scheduled Board meeting. If you submitted your comments in writing prior to the day of the meeting, the Board members have them in their case materials and you do not need to restate your written comments. Board staff will not accept materials on the day of the Board meeting.*

**Today's Date:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_

**Your Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone Number:** ( \_\_\_\_\_ ) \_\_\_\_\_