



REQUEST TO ADDRESS THE BOARD OF EDUCATION (Please print)

DATE: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: (HOME) _____ (WORK) _____

EMAIL ADDRESS: _____

REPRESENTING: SELF
 GROUP (PLEASE SPECIFY): _____

SPEAKER IS A:

- Student District Employee
 District Parent/Guardian Other (Please specify): _____
 Twiggs County Resident
 Non-Resident Property Owner

TOPIC TO BE ADDRESSED: _____

IS YOUR TOPIC AN ITEM ON THE MEETING AGENDA? ___YES ___NO

LIST THE SCHOOL OFFICIALS TO WHOM YOU HAVE ALREADY REFERRED YOUR CONCERN:

DO YOU HAVE MATERIALS TO SUBMIT TO THE BOARD? ___YES ___NO

If yes, please submit the materials to the Board Clerk via email (tthames@twiggs.k12.ga.us) to allow time for copying the materials before the meeting. If materials cannot be submitted electronically, speakers are asked to provide seven (7) copies of any materials at the Board meeting.

HAVE YOU READ AND UNDERSTAND THE RULES ON THE REVERSE SIDE OF THIS FORM AND POLICY BCBI, PUBLIC PARTICIPATION IN BOARD MEETINGS? ___YES

RULES FOR ADDRESSING THE BOARD OF EDUCATION

Twiggs County Board of Education (“Board”) recognizes the need for communicating with citizens and encourages such individuals to attend its meetings to understand the role of the Board and the operations of the Twiggs County School District (“District”). To assure that citizens who wish to address the Board will be heard and allow the Board to conduct its meetings in an orderly and efficient manner, the Board of Education encourages citizens to carefully read Policy BCBI, Public Participation in Board Meetings, and adopts the following guidelines for the public comment portion of its meetings:

1. Citizens may request to speak regarding any item on the monthly agenda;
2. Under circumstances to be determined by the Board President, citizens may speak regarding items not on the monthly agenda;
3. Before addressing the Board, individuals are urged to seek a satisfactory solution to their concerns by following the proper staff and administrative channels (Example: teacher * >principal* >director* >assistant superintendent* >superintendent);
4. Citizens must submit a written request to speak, stating name, address, and the topic to be addressed, and the names of school officials with whom the problem has already been discussed using the “Request to Address the Board Form.” These forms made be submitted by mail (Attn: Board Clerk, PO Box 232/952 Main Street, Jeffersonville, GA 31044) or electronically tthames@twiggs.k12.ga.us by noon the day before the Board meeting. Individuals must register in person at the sign-in table at least 10 minutes prior to start of the Board meeting.
5. Groups/Organizations are asked to designate a single spokesperson;
6. If several individuals wish to address the same matter, the Board President may select representatives of each side of the issue to speak;
7. **Speakers shall have a maximum of three (3) minutes each and must stop speaking promptly when their time is up;**
8. **Speakers may not address confidential student or personnel matters;**
9. Speakers should be courteous and professional. Speakers may offer objective criticisms of school operations and programs, but abusive or inappropriate language and/or personal attacks will not be permitted.
10. The Board will not permit abusive or inappropriate language, comments, applause, or shouts from the audience. Disruptive persons will be asked to leave the meeting room.
11. Board members will not respond to comments from speakers. The Board President will refer speakers to the Superintendent and District staff, as necessary, for further resolution.

Speakers who fail to adhere to the above rules will have their allotted speaking time stopped.