

## BOARD OF EDUCATION MEETINGS PUBLIC PARTICIPATION REGULATIONS

In accordance with the policy of the board of education, the following regulation shall govern visitors attending board meetings.

1. Any individual wishing to address the board of education shall communicate such wish to the superintendent for action. The request shall be in writing on the forms provide by the school. A request shall include the nature of the matter to be discussed, the full name of the person making the request, and what is expected from the board. The form must be received by the superintendent at least forty-eight (48) hours prior to the next regularly scheduled meeting or special meeting in order to be placed on the agenda. The superintendent must inform the board president of any individual or organization denied the opportunity to address the board of education.
2. The board clerk shall ask all visitors to identify themselves and list their names on the visitor sign in sheet.
3. Members of the public addressing the board of education shall not talk about employees, students, or board members.
4. Board members and administrative staff will not respond to questions from the public at the board meetings. Proper questions from the members of the public may be referred to the superintendent for later report to the board. The board will not, in most instances, be able to vote on matters brought forward by the public during public participation time if such matters are not specific agenda items. Such items may be placed on the agenda for the next meeting.
5. The president of the board shall recognize speakers, maintain proper order, and adhere to time limits. Specifically, the president may require all proponents of one side of an issue to elect one spokesperson. Repetitive comments by consecutive individuals will not be allowed. Each person addressing the board shall be allowed three (3) minutes to address the board. If a group has requested to address the board on a particular subject, the group will be allowed ten (10) minutes for all members. Groups consisting of three (3) or more persons shall designate a spokesperson that shall speak and represent the group.
6. Members of the public shall not be recognized while the board is conducting its official business. Members of the audience shall not interrupt any person who has been recognized by the board president as having the floor.
7. Persons who cause a disruption of a board meeting shall be warned once by the board president that such disruption or disturbance may result in eviction from the board meeting. If the person continues such disruption or disturbance, the board president may direct the superintendent to direct the individual to leave the premises as per 21 O.S Sections 1375 and 1376. If the individual refuses to leave, the superintendent or board president will contact the police department or any law enforcement agency and request that the person be removed from the board meeting.
8. Members of the audience or persons attending board meetings shall not display or place any banners or signs in the room where the board meeting is to be held.

Graham-Dustin Public School  
 Request to Address Board of Education

I request permission to address the Graham-Dustin Board of Education on the following topic:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**I understand the three (3) minute time limit for addressing the board and agree to abide by this time limit**

---

(DATE)

---

(NAME)

---

(Address)

---

(City)          (State)          (Zip)

---

(Representing)