

Request to Appear Before the Board

This form must be completed and returned to the clerk or the superintendent at least 3 days before the meeting at which you wish to speak. Your request will be reviewed and one of three recommendations will be made:

- 1. Appearance before the board at the next regular meeting.
- 2. Appearance before the board in executive session.
- 3. Referral of your request to the appropriate administrator.

Permission to appear before the board at a regular meeting is subject to the following rules:

- 1. Presentations shall not exceed ten (10) minutes.
- 2. Subject matter, other than policy issues, will be referred to the administration.
- 3. Comments shall be limited to issues and not refer to personalities.
- 4. Presentations must be in good taste befitting the occasion and the dignity of the board meeting.

Name _____

Address _____ Telephone _____

Individual or organization (if any) you represent _____

Organization's address _____

Signature _____ Date _____

District official's signature _____

Date received _____ Time received _____

Note: The policy BCBI does not apply to special board meetings unless the special meeting is a public hearing.