

PUBLIC COMMENT GUIDELINES

Developed for the Board of Public Education

September 2014

- All Board meetings are recorded. Those recordings are available to the public upon request, as part of the permanent, public record.
- Documents submitted to the Board are public records. If you have information that you wish to keep private (names, address, phone numbers, etc.) please remove the information before submitting the document to the Board.
- The Board Chair reserves the right to limit the time available for public comment. Please respect the time allotted to each speaker.
- Efforts will be made to accommodate verbal public comment. However, given time constraints there is no guarantee that everyone will be able to verbally address the Board. In the event this occurs, the Board's Administrative Assistant has written public comment forms available which may be completed and submitted as part of the permanent, public record.

DO:

- *Introduce yourself and spell your last name. If you are speaking on behalf of an organization, identify the organization and your association with the organization.*
- *If speaking to a specific agenda item, limit your remarks to the subject of the agenda item and try to avoid repeating other's comments.*
- *Be brief, to the point and concise*
- *Bring handouts if you feel an issue needs to be explained in depth. Be sure to write your name and date of the meeting.*

DO NOT:

- *Expect the Board to answer questions you may have.*
- *Ask the Board to help you with local school district issues. Montana is a local control state and district issues should be resolved locally.*
- *Attempt to argue or debate with the Board.*