



Audience Participation Request Form

Welcome

If you would like to address the Board, please arrive at 5:45 pm to complete an Audience Participation Request Form and give to the Secretary for the Board, Superintendent or Board President.

According to Board Policy BED (Local), the Board shall allot time at each Board meeting to hear persons who desire to make comments to the Board. Please review the guidelines below for addressing the Board. Please note that the Texas Open Meetings Act does not allow for the Board to deliberate, discuss, or make decisions on any subject that is not on the meeting agenda.

Patrons addressing the Board

1. Patrons may address the Board on any item during the Communications from the Public portion of the agenda of a meeting by registering prior to the meeting and completing the audience participation request form. A staff member will be responsible for ensuring that the request form is completed.
2. Guidelines for addressing the Board will be adhered to and the President will emphasize the guidelines to the public.
 - a. Unless otherwise permitted, comments are limited to three minutes.
 - b. The Board will accept written as well as oral information.
 - c. Delegations of more than five persons shall be encouraged to appoint one person to present their views.
 - d. Speakers should avoid using the names of specific individuals in their comments.
 - e. Patrons shall use appropriate campus and administrative channels before bringing concerns to the attention of the Board.
 - f. Comments on posted agenda items will be made first, followed by comments on general District business if time permits.

Board response to patrons addressing the Board

1. The Board President or Superintendent may present specific facts or existing policy in response to public comment.
2. The Board shall not deliberate, discuss or make a decision on any subject that is not on the meeting agenda
3. Board President may direct the Superintendent to cause items to be investigated and reported back to the Board.

