

SAMPLE AUDIENCE PARTICIPATION SIGN-UP SHEET

LIFE SCHOOL BOARD MEETING – AUDIENCE PARTICIPATION SIGN-UP SHEET

Any person wishing to address the Board about a topic related to Life School business during the period reserved for public comment at a Board meeting or where public comment is permitted for specific agenda items must sign up to be heard, in accordance with Board Policy PG-1.8 (Board Meetings), Part III: Public Participation in Board Meetings.

1. The Board shall allow each member of the public who desires to address the Board regarding an item on the agenda for an open meeting to address the Board regarding the item at the meeting before or during the Board's consideration of the item. The Board requests that comments on a specific agenda item be presented during the public comments portion of the meeting.
2. Each participant will be limited to up to three minutes to make comments to the Board either during general public comment or specific to an item on the agenda. An individual who addresses the Board through a translator will be given at least twice the amount of time as a member of the public who does not require the assistance of a translator.
3. Under the Texas Open Meetings Act, Government Code Section 551.042, the Board is not permitted to discuss or act upon any issues that are not posted on the agenda for today's meeting. This means that Board members are unable to deliberate, ask you questions, provide you with a response, or take any action related to your comments.
4. The Board has adopted complaint policies, referenced in Board Policy PG-1.8, Part III that are designed to provide, at the lowest possible administrative level, a prompt and equitable resolution of complaints and concerns. Each of these processes provides that, if a resolution cannot be achieved administratively, the person may appeal the administrative decision to the Board as a properly posted agenda item. For further information on these policies, please contact Scott Fuller, Chief of Staff at (469) 850-5433 or scott.fuller@lifeschools.net. If the subject of your comment involves a pending grievance, please continue to seek resolution through the grievance process and address the Board only at the appropriate stage of the process.
5. Under the Texas Open Meetings Act, the Board may exercise its authority to discuss certain subject matters in closed session, including matters involving individual Life School staff members and individual students. If your comment concerns specific individuals, please address your concern through the complaint policies.
6. Please be aware that rules of decorum will be enforced during the public comment period. Personal attacks, name-calling, and rude or slanderous remarks will not be tolerated. Each participant is legally responsible for the content and consequences of his or her own statements. However, the Board welcomes input and constructive criticism, including criticism of any act, omission, policy, procedure, program or service.
7. The Board shall not tolerate disruption of the meeting by members of the audience. If any person disrupts the meeting by his or her words or actions, the presiding officer, or the Superintendent or designee may request assistance from law enforcement officials to have the person removed from the meeting and from the premises where the meeting is being held.

SAMPLE AUDIENCE PARTICIPATION SIGN-UP SHEET

Please fill in the information requested below if you wish to address the Board during the public comment period:

Speaker Name	Discussion Topic