



INTERNATIONAL LEADERSHIP OF TEXAS

Public Comment Guidelines During Regular Board Meetings

ILTexas strives to hold monthly Board meetings on the third Wednesday of each month. Proposed meeting dates may be found at <http://www.iltexasdistrict.org/board>.

The public is invited to attend Regular Board Meetings of the International Leadership of Texas Board of Directors. All meetings (unless otherwise noted) are held at the ILTexas District Office, 1820 N. Glenville Dr., #100, Richardson, Texas 75081. The public is encouraged to attend public board meetings and to address their issues and concerns within the limitations set by the Board, First Amendment Rights, and by law. It is the intent of ILTexas and the expectations of the community to expect that all board meetings be conducted in accordance with proper decorum and be civil, peaceful, and professional.

The public may address the Board at the regularly scheduled board meeting. Each person will have up to three (3) minutes to speak. In order to speak, please adhere to the following procedures:

- The public shall physically come to ILTexas District Office at 6:30 PM and announce their presence and intent to speak at the reception desk and complete the Audience Participation Sign-Up Sheet; or
- For those residents living in the Houston area and wish to speak in the Houston area, you must sign up by calling Board Services at (972) 479-9078 no later than 4:00 p.m. on the day before the meeting. In addition, you must contact your campus principal or assistant principal.

For those residents living in the Houston area and have signed up to speak per the above, a room will be set up at the respective ILTexas campus so that the s/he may watch, listen and speak during the allotted time. The campus will have a room set up for the public to watch, listen and speak during the allotted time. Please confirm your attendance with the campus principal or assistant principal, as the necessary technology and security will need to be implemented. In addition, the public must physically come to designated Houston-area location at 6:30 PM and announce their presence and intent to speak and complete the Audience Participation Sign-Up Sheet.



**INTERNATIONAL LEADERSHIP OF TEXAS
BOARD MEETING – AUDIENCE PARTICIPATION SIGN-UP SHEET**

Any person wishing to address the Board about a topic related to ILTexas business during the period reserved for public comment at a Board meeting must sign up to be heard, in accordance with ILTexas guidelines.

1. Each participant will be limited to 3 minutes to make comments to the Board.
2. Any group of five or more persons must appoint one person to present the group’s views to the Board and will be limited to 3 minutes to make comments to the Board.
3. Under the Texas Open Meetings Act, the Board is not permitted to discuss or act upon any issues that are not posted on the agenda for tonight’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 that are designed to secure, 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 those policies, please contact Finn Simmenssen at (972) 479-9078. 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 that 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 ILTexas staff members and individual students. If your comment concerns one of these subjects, please address your concern through the complaint policies described above.
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.
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.

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

Name: _____

Address: _____

Telephone: _____

Topic: _____

