

## **PUBLIC COMMENT ON BOARD MEETING AGENDA ITEMS**

A public comment period shall be held before any vote is taken on an agenda item. Each speaker shall complete and sign a comment card for each agenda item they will address. Comments from the public shall occur after introduction of the item to be voted on and before any discussion by School Board members. A person shall not be entitled to take up business before the Board unless the item in which they are interested has been placed on the agenda of that meeting. Guidelines governing public comment on agenda items shall be maintained by the Superintendent.

As the Board reaches each item on its agenda, the Board President shall recognize those persons who have submitted a comment card to speak on that item. No individual may speak without first being recognized by the presiding officer. Each person may speak for not more than three (3) minutes on each item<sup>1</sup>, and may speak only once on each agenda item.<sup>2</sup> No person may allot their time to speak to another person.

When the individual has been called upon to speak, that individual shall approach the podium to address the Board. The individual shall limit their comments to issues that are strictly relevant to that agenda item. The individual shall refrain from asking questions or making requests of the Board or staff. No defamatory comments, accusatory comments, or comments relative to the performance of specific employees or potential employees shall be permitted. The Board shall delay its deliberations on each agenda item until all members of the public who wish to address the Board have been given an opportunity to speak. The Board may request that a designated group speaking on an agenda item limit comments to only two (2) speakers.

In the event that the Board should add an item to its agenda after the Board meeting begins, or the Board desires to consider an item upon which a vote is to be taken where no vote was originally anticipated, the Board President shall orally request of the audience whether anyone in attendance would like to speak on the added agenda item. Each person indicating a desire to do so shall be given the opportunity to address the Board on each agenda item added. The Board shall delay deliberations on that agenda item until such time as all interested members of the public have had the opportunity to speak.

At the conclusion of all public input on each agenda item, the Board shall deliberate the matter and take such action as it considers appropriate. There shall be no further public input allowed on each agenda item after the Board has begun its deliberation of that item.

Guidelines for Public Comment consisted with this procedure shall be posted at the Board's website and summarized on the comment cards. Copies of the Guidelines shall be available at meetings of the Board and its committees.

Ref: La. Rev. Stat. Ann. §§ 17:81, 42:14, 42:15, 42:16, 42:23

Louisiana's Special School District

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<sup>1</sup> Individuals who require additional time to speak as an accommodation may request the additional time when submitting their comment card or being selected to speak by the Board President.

<sup>2</sup> Speakers will be provided a visual or oral time cue to ensure that they are aware of remaining allotted time to speak.