

**SOUTHERN FULTON SCHOOL DISTRICT
PUBLIC REQUEST TO ADDRESS THE BOARD Form**

DATE: _____

NOTE: The Board recognizes the opportunity for Citizens of the Community to address the Board at a Public Meeting by use of a controlled process. Those wishing to address the Board should exercise sound judgment, use factual information in presentations and avoid antagonism. The following rules of conduct shall prevail in the process. I agree to abide by the rules as listed.

Signature _____

1. The Board President has the authority to control the meeting so it remains orderly and can stop discussion at any time if the situation is unruly; the Board President retains the right to discontinue any public addresses.
2. Presentations are limited to 5 minutes per person. Any group wishing to address the Board shall appoint a spokesperson. The spokesperson shall communicate the desires of the group to the Board. The spokesperson will have up to fifteen minutes to present a case.
3. Personal and Personnel items will not be addressed at a Public Meeting, but will be referred to either Executive Session with the Board or processed by the Administrative Staff.
4. Any item presented to the Board must have been processed through the Administrative Staff prior to request to address the Board at least two (2) days before the board meeting.
5. Political, religious or other non-school groups should not use this process to advance their causes.
6. Any request to address the Board must be very specific.
7. The Board should not vote on any item presented to them at the same meeting unless the item is considered to be an emergency.
8. Maximum time allocated per Board Meeting for Public addresses is approximately 20 minutes.

ITEM: _____

NAME: _____

ADDRESS: _____

PHONE: _____