

NORFORK SCHOOL DISTRICT
PROCEDURES FOR APPEARING BEFORE THE SCHOOL BOARD OF DIRECTORS

1. All requests to be heard before the Board shall first be presented in writing to the Superintendent and the President of the Board for review and approval.
2. An individual or group shall, using the form provided by the Superintendent's office, submit the request in person to the Superintendent no later than seven (7) calendar days preceding the scheduled board meeting and the Superintendent shall provide a response within five (5) working days.
3. In the case of denial by the Superintendent and Board President, a petitioner may appeal this decision to any three board members who may reverse the decision.
4. Individuals/groups approved to address the Board must be recognized by the Board President or chairperson before beginning their presentation.
5. Individuals addressing the Board shall be limited to a maximum of five (5) minutes. There shall be a total time limit of twenty (20) minutes per delegation. There shall be a time limit of forty (40) minutes for all public input per meeting.
6. Abusive language and/or threats in any form will not be tolerated.
7. Comments, jeers, or shouts from the floor will not be recognized or tolerated.
8. No individual or group shall be allowed to speak more than once until everyone in the group, who has been approved to speak, has done so. A delegation or group shall appoint a spokesperson to provide opening comments.
9. Any individual or group not abiding by the above format and/or procedures will be removed from the meeting.
10. Impromptu statements will not be allowed except in extreme cases in which the Board President or chairperson determines that the information is vital.
11. These guidelines and procedures will be strictly adhered to unless extreme, extenuating circumstances prevail.
12. A five minute period of time will be allowed at the end of each board meeting for points of interest/concern to be heard from the audience.

**NORFORK SCHOOL DISTRICT
REQUEST TO ADDRESS THE SCHOOL BOARD OF DIRECTORS**

I/we, the undersigned, request to be placed on the agenda of the next scheduled meeting of the School Board to be held on the _____ day of _____, 20_____.

I/we understand that this request shall be submitted in person to the Superintendent of Schools no later than seven (7) calendar days preceding the regularly scheduled Board meeting.

Please provide the following detailed information.

1. Describe the reason for the request. Be specific.
 - a. Explain who/what is involved?
 - b. Give the date, time, and location of the alleged incident or concern.
 - c. Provide any other detailed information or explanations that might be helpful.
2. Identify the spokesperson for the group.
3. List the names of any other persons also wishing to speak.

Signatures of person/persons making the request:

Spokesperson

Date

Other speakers
