

**SEE THE FOLLOWING PAGES FOR FORMS ADDRESSING AUDIENCE PARTICIPATION  
AT BOARD MEETINGS:**

**EXHIBIT A: AUDIENCE PARTICIPATION SIGN-UP SHEET — 1 PAGE**

**EXHIBIT B: SAMPLE STATEMENT FOR INTRODUCING THE PUBLIC COMMENTS  
SEGMENT OF A BOARD MEETING — 1 PAG**

**EXHIBIT A**

**AUDIENCE PARTICIPATION SIGN-UP SHEET**

**ANY PERSON WISHING TO ADDRESS THE BOARD ABOUT A TOPIC RELATED TO DISTRICT BUSINESS DURING THE PERIOD RESERVED FOR PUBLIC COMMENT AT A BOARD MEETING MUST SIGN UP TO BE HEARD, IN ACCORDANCE WITH DISTRICT POLICY BED(LOCAL):**

- 1. THE PERIOD RESERVED FOR PUBLIC COMMENT AT A BOARD MEETING WILL BE LIMITED TO 1 HOUR.**
- 2. EACH PARTICIPANT WILL BE LIMITED TO 3 MINUTES TO MAKE COMMENTS TO THE BOARD.**
- 3. 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.**
- 4. 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.**
- 5. 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. 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.**
- 6. UNDER THE TEXAS OPEN MEETINGS ACT, THE BOARD MAY EXERCISE ITS AUTHORITY TO DISCUSS CERTAIN SUBJECT MATTERS IN CLOSED SESSION, INCLUDING MATTERS INVOLVING INDIVIDUAL DISTRICT STAFF MEMBERS AND INDIVIDUAL STUDENTS. IF YOUR COMMENT CONCERNS ONE OF THESE SUBJECTS, PLEASE ADDRESS YOUR CONCERN THROUGH THE COMPLAINT POLICIES DESCRIBED ABOVE.**
- 7. FINALLY, 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.**

**PLEASE FILL IN THE INFORMATION REQUESTED BELOW IF YOU WISH TO ADDRESS THE BOARD DURING THE PUBLIC COMMENT PERIOD:**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_

**TOPIC** \_\_\_\_\_

**EXHIBIT B**

**STATEMENT FOR INTRODUCING  
THE PUBLIC COMMENTS SEGMENT OF A BOARD MEETING**

THE DISTRICT IS THE LOCAL GOVERNMENT BODY CHARGED WITH SERVING THE EDUCATIONAL NEEDS OF ALL SCHOOL CHILDREN IN OUR DISTRICT, AND BOARD MEETINGS MUST BE FOCUSED ON MEETING THIS CHARGE. IN MEETING THAT CHARGE, THE DISTRICT BOARD MEETINGS ARE PUBLIC MEETINGS UNDER THE TEXAS OPEN MEETINGS ACT TO CONDUCT THE BUSINESS OF THE DISTRICT. THEY ARE NOT, HOWEVER, MEETINGS OF THE PUBLIC. THEREFORE, ALL PERSONS IN ATTENDANCE ARE EXPECTED TO DISPLAY CIVILITY AND DECORUM, THAT IS, RESPECT FOR OTHER PERSONS, WITHOUT THE USE OF INSULTING, PROFANE, THREATENING OR ABUSIVE LANGUAGE. PUBLIC COMMENT SHALL NOT BE USED FOR PERSONAL ATTACKS. IN ADDITION, YOU ARE DIRECTED TO THE DISTRICT'S COMPLAINT PROCEDURES IN BOARD POLICY FOR EMPLOYEE, STUDENT, PARENT OR PUBLIC COMPLAINTS. THE DEPUTY SUPERINTENDENT OF OPERATIONS AND ADMINISTRATION, IS IN ATTENDANCE IF YOU WISH TO DISCUSS A MATTER WITH HIM/HER.

PLEASE NOTE THAT DURING PUBLIC FORUM, SPECIFIC FACTUAL INFORMATION OR RECITATION OF EXISTING POLICY MAY BE FURNISHED IN RESPONSE TO INQUIRIES; HOWEVER, THE BOARD MAY NOT DELIBERATE OR DECIDE ANY SUBJECT THAT IS NOT POSTED ON ITS AGENDA.