

# REQUEST OF CITIZENS WHO WISH TO ADDRESS THE BOARD

## BOARD OF EDUCATION HEMPFIELD AREA SCHOOL DISTRICT

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We welcome the public to attend the meetings and will be glad to listen to your opinion on issues the board is considering, or any constructive statement or complaint you may wish to make.

To know of your presence, and your interest, we request that you complete this form and hand it to Pam Gibasiewicz, Board Secretary, prior to the start of the meeting.

(Please Print)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

If you represent an organization, please indicate here: \_\_\_\_\_

If you have a pupil in our schools, please indicate name of school here: \_\_\_\_\_

Please list the agenda item that you wish to discuss with the board of education:

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The board of education follows a written agenda, a copy of which is available to assist you in participating in the meeting.

If you have indicated on this form your desire to speak, at the appropriate time, please rise and give your name. You may have the floor a maximum of three minutes. If you speak more than once, please limit your remarks to two minutes. The president may limit the time, but each person wishing to speak will be permitted to do so.

The board of education wishes the public to be advised that, on certain occasions, time may be of the essence for board consideration and action. In such cases, the board reserves the right to eliminate or severely restrict the time allowed for public participation.

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: April 29, 2013

REVISED:

# HEMPFIELD AREA SCHOOL DISTRICT

Section 7. Public Participation

District residents present at a Board meeting may address the Board in accordance with law and Board procedures and policy.

Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

At both pre-agenda and at regular meetings of the Board, time shall allot to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the Board Secretary no later than ten (10) minutes before the meeting is scheduled to begin and shall indicate the topic about which they wish to speak, along with their names and addresses.

Public comments shall be limited to three (3) minutes per speaker. When there are multiple speakers on the same issue, the Board President shall indicate the Board’s desire that the speakers designate two (2) or three (3) people to speak for the group.

Public Input On Agenda Items

- Individuals wishing to address the Board regarding an item on the agenda will have an opportunity to do so at the beginning of the meeting.
- Individuals wishing to address the Board on an agenda item must sign up with the Board Secretary or designee prior to the beginning of the meeting. Each person wishing to speak must give his/her name, address, identify the agenda item and whether s/he will be speaking for or against the item. The President may waive the requirement that a speaker must sign up to address an agenda item prior to the beginning of the meeting. However, if the waiver is granted, the speaker must sign up with the Board Secretary or designee prior to leaving the meeting.
- Individuals may address the Board for a maximum of three (3) minutes on an individual agenda item.
- A maximum of fifteen (15) minutes per agenda item will be permitted. If more speakers sign up to speak to an agenda item than time is available, the President may request that a person or two (2) be selected to speak on the issue.

Non-Agenda Items

- This portion of the agenda is available for individuals wishing to address the Board about a district-related subject that is not listed on the Board agenda of the meeting at which the person is addressing the Board.
- An individual wishing to address the Board on a district-related issue which is not on the agenda must sign up prior to the start of the meeting with the Board Secretary or designee and give his/her name, address, and identify the topic about which the person wishes to speak. These individuals will be allotted time to speak at the end of the Board meeting.
- The speaker is limited to three (3) minutes regardless of the number of subjects the person wishes to cover. If multiple individuals sign up to speak on the same topic that is not an agenda item, total time allotted to on the topic shall be limited fifteen (15) minutes per issue as determined by the President.

65 Pa. C.S.A.  
Sec. 701 et seq  
Pol. 903

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