

## School Board Guidelines for Public Comment During School Board Meetings

The Enterprise Charter School Board of Trustees welcomes public comment during most regular meetings. Generally, Board of Trustees members do not respond to public comment during the meeting. Board of Trustees members regularly reviews letters and emails sent to the Board of Trustees.

**Time** – Each speaker may speak for up to three minutes. A timer will be used and speakers should conclude their remarks when the buzzer sounds. The Board generally allows up to 10 minutes for Public Comment on Non-Agenda Items at the beginning of meetings. For agenda items, if there are a large number of speakers, the Board may limit the total time for comment and/or may reduce the time allotted for each speaker.

**Topics** – Speakers may address an item on a Board of Trustees agenda as that item is heard during a meeting, or may address an item not on the agenda during a portion of the meeting that may be provided for Public Comment on Non-Agenda Items. All comments should address a matter related to Enterprise Charter School. The Board of Trustees will not hear public comment that involves a complaint about an individual staff member, a personnel action, a student disciplinary matter, a complaint about an individual student, or pending litigation. Such matters should be reduced to writing and sent to the Board Chair.

**Decorum** – The Board of Trustees expects that each speaker will be courteous, modeling for our students how one can respectfully disagree with others' views. Speakers will address their comments to the entire Board of Trustees and not to one individual Board member, nor to the CEO, to a staff member, nor to the audience. Speakers will not engage in personal attacks.

**Signing up to Speak** – Speakers may request to be added to the speakers list by calling the front desk up until 4:00 p.m. the day before the meeting. Speakers are called in the order in which they sign up. Speakers may not speak more than once on a specific topic. Any person who would like an interpreter to assist them in providing public comment and any person with a disability who needs accommodation to provide public comment should notify the front desk at least three business days in advance of a meeting to request assistance.

**Written Comments** – If a speaker would like to present written comments to the Board of Trustees, eleven copies should be provided.