



## Colorado Springs School District 11 Process for Citizens to Give Comments to the Board of Education

Categories of Citizens' Comments the Board of Education will hear:

- A general topic not on today's agenda
- An action item on today's agenda
- A non-action item on today's agenda

Please complete the next available form on the pad for the category about which you wish to speak to the Board of Education. There is a different pad of forms for each category of Citizens' Comments. Do not tear off the form; please leave the pad intact.

- During the Preliminaries portion of this Board of Education meeting, you will be recognized by the Board of Education President to speak on the ***general topic not on today's agenda*** for which you completed the form.
- During the Action portion of this Board of Education meeting, you will be recognized by the Board of Education President to speak on the ***action item on today's agenda*** for which you completed the form.
- During the Non-Action portion of this Board of Education meeting, you will be recognized by the Board of Education President to speak on the ***non- action item on today's agenda*** for which you completed the form.
- Come to the podium when your name is called by the Board of Education President.
- The business of meetings of the Board of Education is kept on permanent record. Therefore it is necessary for every person who addresses the Board of Education to state his/her name and the subject about which he/she wishes to speak.
- You will have 3 minutes to speak to the Board of Education with a 30-second warning.
- Members of a group wishing to speak on the same topic should select one member of the group who will have only a 3-minute time period with a 30-second warning.
- The Board of Education will not hear oral complaints regarding school personnel except in the manner provided for elsewhere in policies and regulations. If this is the nature of the topic about which you wish to speak to the Board of Education, please indicate on the front of the form that you want to be contacted. The matter will be directed to the appropriate individual, and you will be contacted.
- In order that the Board of Education may fairly and adequately discharge its overall responsibilities, citizens who wish to make requests, representations, and proposals to the Board of Education, as an agenda item are requested to direct these to the Superintendent's Office.
- **Applause for a speaker is not acceptable.**

Thank you for your interest in District 11.