

# Welcome to a meeting of the Board of Education of the Adams County/Ohio Valley School District!

How to address the Board of Education:

The schools are yours.

This page has been prepared to explain the procedure for bringing matters of concern to the Board of Education. We hope it will encourage you to take a more active part in Board of Education deliberations and in the operation of the Adams County/Ohio Valley School District.

## I. To speak to items on the agenda:

The President may or may not recognize persons wishing to speak to an item on the agenda. Board of Education meetings are just that. Meetings are open to the public, but they should not become town forums. As the meeting is conducted and agenda items discussed by the Board, the President may determine whether public input is necessary or appropriate.

## II. To speak to items not on the agenda:

Anyone wishing to introduce an item not on the agenda will be recognized by the President of the Board at the end of the prepared agenda. If an item requires board action, the board may act or may postpone action to further investigate and consider the item.

If you are aware of a new item prior to the date of the meeting, it would be extremely helpful to the board to be given advance notice of the item.

## III. How to be recognized:

1. Raise your hand and wait to be recognized by the President, or
2. Complete the form "Request to Speak to the Board" on the reverse side and give to a board member prior to the meeting.

## IV. What to do when recognized:

1. State name and address.
2. Address Board Members as a group.
3. Board of Education members may ask clarifying questions.
4. The President may use his or her discretion regarding recognizing speakers more than once on the same subject.
5. Individual remarks shall not exceed three minutes, and no more than thirty minutes will be devoted to a single issue.
6. Repetitive statements may be ruled out of order by the President.

## Request to Speak to the Board

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

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

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Agenda Items: \_\_\_\_\_

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New Items: \_\_\_\_\_

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