

Patron Request to Appear Before the USD 248 Board of Education

This form must be completed and returned to the clerk or the Superintendent no later than 1:00 pm on the day of the board meeting at which you wish to speak. Request submitted after this time will not be considered until the following month. Your request will be reviewed and one of three recommendations will be made:

1. Appearance before the board at the regular meeting.
2. Appearance before the board in executive session.
3. Referral of your request to the appropriate administrator.

Permission to appear before the board at a regular meeting is subject to the following rules:

1. Presentations shall not exceed (3) minutes. **Note:** The total open forum time will not exceed 30 minutes. Each individual's time to comment may be shortened depending upon the number of people who wish to speak, or lengthened if time permits.
2. Subject matter, other than policy issues, will be referred to the administration.
3. Comments shall be limited to issues and not refer to personalities.
4. Presentations must be in good taste befitting the occasion and the dignity of the board.
5. Speakers may not yield unused time to another speaker.

Name of person requesting to appear: _____

Address: _____ Telephone: _____

Nature of Topic/Reason for Requesting Appearance: _____

Signature: _____ Date: _____

Do Not Write Below Line-For District Personnel

District Official's Signature: _____

Date received: _____ Time received: _____

Note: This policy does not apply to special board meetings unless the special meeting is a public hearing.

Approved: 12/9/2021