



## **MARIA MONTESSORI ACADEMY**

### **Public Comment Guidelines**

At each regularly scheduled board meeting, members of the public may make comment during the “public comment” segment of the board meeting following these guidelines:

- Individuals wishing to make public comment must sign in on the public comment sign-in sheet.
- Individuals will be called for public comment in the order in which they are listed on the sign-in sheet.
- Public comments are limited to three minutes each.
- Public comment segment will not exceed 15 minutes.
- A maximum of five individuals will be given an opportunity to make public comment at each regularly scheduled board meeting.
- Groups or organizations desiring to address the board must designate a single spokesperson to make public comment.
- Individuals providing public comment must conduct themselves with grace and courtesy toward others.
- Topics for public comment may include such things as:
  - Suggestions for improving existing school services, programs, or policies
  - Recommendations on new programs, services, or policies
  - New issues
- Public comment regarding the following matters are not allowed, as they are more appropriately addressed through alternative forums, procedures, and/or submitted to the board in writing:
  - Bidding or contract matters
  - Employment or personnel issues
  - Criticism of or complaints against individual employees, board members, or students
  - Grievances or complaints for which other avenues of appeal are established
  - Personal attacks against any person
  - Repetition of issues recently shared at or discussed in a board meeting
- The board chair reserves the right to end individual public comments or the public comment segment at any time.