



QUAKERTOWN COMMUNITY SCHOOL DISTRICT
100 Commerce Drive / Quakertown, Pennsylvania 18951 / (215) 529-2002

REQUEST TO ADDRESS THE BOARD OF SCHOOL DIRECTORS

The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the district and the need to conduct its business in an orderly and efficient manner.

In order to permit fair and orderly expression of such comments, the Board will provide a period for public participation and will formulate rules to govern such public participation in Board meetings.

Public participation shall be permitted as indicated on the order of business in the procedures of this Board.

The Board meeting agenda includes opportunities for residents of the school district without prior arrangements to address the Board. The portion of the meeting during which participation of the public is invited shall be managed by the presiding officer.

If you would like to address the Board of School Directors, please read the rules for public comment on the reverse side of this form and complete the following information:

Name: _____

Address: _____
(Street, Town and Zip Code)

Municipality of Residence: _____
(Borough or Township)

Email Address: _____

Telephone: Home _____ Work _____

Request: (Describe briefly) : _____

Thank you for completing this information. Please hand deliver this form to the Board Secretary, who will record your request and direct it to the attention of the presiding officer.

Meeting Date: _____ Date of Request: _____ Order of Receipt/No.: _____

Whenever issues identified by the participant are subject to remediation under the policies and procedures of the Board, they shall be dealt with in accordance with these policies and procedures. The Board requires that public participants be residents or taxpayers of this district or anyone representing a group in the community or school district; any representative of a firm eligible to bid on material or services solicited by the board; any employee of the district; or pupil of the district.

1. The first public comment period is for agenda items only. A second public comment period will occur at the end of the meeting. The total time for public comment shall not be less than 30 minutes.
2. Individuals wishing to speak on an agenda item shall register their intent with the Board Secretary in advance of the meeting and shall include their name and municipality of residence, topic to be addressed, and group affiliation, if applicable.
3. Participants must be recognized by the presiding officer and must preface their comments with an announcement of their name, municipality of residence, and group affiliation; if appropriate.
4. Each participant shall be given up to three (3) minutes to comment. The presiding officer may interrupt or terminate a participant's statement when the statement is too lengthy.
5. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
6. Should the presiding officer fail to end public comment within a reasonable time, the remaining members of the Board may make and vote upon a motion to end public comment.
7. The presiding officer may in response to a disruption:
 - ❖ Request any individual to leave the meeting when the person does not observe reasonable decorum.
 - ❖ Request the assistance of law enforcement officers to remove a disorderly person when the person's conduct interferes with the orderly progress of the meeting.
 - ❖ Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.
8. Respond directly to questions, refer questions to the appropriate person or ensure they are answered in a timely manner when further research of the question is deemed necessary.
9. Electronic recording devices and cameras in addition to those used as official recording devices shall be permitted at open meetings under guidelines established by the Board.
10. No placards or banners will be permitted within the meeting room or on school grounds without prior approval.
11. The meeting agenda and all pertinent documents shall be available to the press and public at the meetings.
12. All language in this document is pursuant to [Board Policy 903](#). In the event of a conflict between this form and Policy 903, Policy 903 controls.