

Howard E. Heckethorn Elementary

School Organizational Team Public Comment Guide

School Organizational Team meetings are required to be open to the public and include a time for public comment. At every Team meeting the public will be given an opportunity to comment on any agenda item, as well as on any other matter that falls within the Team's advisory authority, even if the matter is not on the agenda.

When can I comment?

- Immediately following the Team's deliberation of an agenda item, members of the public may comment on that agenda item.
- In addition, before the meeting adjourns the public will be given the opportunity to comment on any matter within the Team's advisory authority; this includes matters that are not on the agenda.
- The Team's advisory authority includes consideration of matters that impact the school plan of operation.

How can I sign up to comment?

- Every individual wishing to make a public comment at a School Organizational Team meeting will be given an opportunity to sign up to speak during the designated comment times.
- Sign up to speak by calling the school office during school hours prior to the meeting.
- Individuals may also sign up to speak in person immediately prior to the start of the meeting.

How long or how often may I comment?

- The Team may set reasonable limitations and restrictions on the public comment procedure, but such limitations and restrictions will always be viewpoint neutral, and communicated prior to public comment.
- At Howard E. Heckethorn Elementary, a single speaker is limited to two minutes per item.
- Speakers are prohibited from yielding his or her time to another person.

What will happen when I comment?

- Please keep in mind that following a public comment, Team members are not obligated to engage in discussion with the person making the comment.
- The Team may NOT deliberate or take action on any matter raised during public comment.
- Remember, in order for the Team to deliberate or vote to take action on a matter, the matter must first be put on an agenda.