



Yamhill Carlton Board of Directors

INTENT TO SPEAK FORM

The Board welcomes your input. Please complete this form and give it to the Board secretary prior to speaking.

Name: _____

Telephone: _____

Address: _____

Issue to be discussed:

Public Forum Topic: _____

Agenda Item: _____

Complaints brought before the Board shall be referred to the proper school authorities. Complaints shall be processed in accordance with Board Policy KL, Compliant Procedures, and accompanying regulations. Hearings conducted before the Board regarding personnel shall take place in executive session.

Public Participation in Board Meetings:

The Board requests that you limit your comments to three minutes or less.

1. A visitor shall complete this "Intent to Speak" form and give it to the Board Secretary at the Board table prior to the beginning of the meeting. At the appropriate point in the agenda and after being recognized by the Board chair, the speaker will sit at the presenter's table and identify himself/herself with his/her full name and address and stating his/her purpose in addressing the Board.
2. A group of visitors with a common purpose should designate a spokesperson for the group.
3. Comments or statements by members of the public are limited to 3 minutes and should be brief and concise unless otherwise authorized by the Chair.
4. Speakers may comment on a topic not on the published agenda; however, the Board, at its discretion, may require that the proposal, inquiry, or request be submitted in writing. The Board reserves the right to refer the matter to the administration. The Board chair may allot up to 5 minutes at his/her discretion to member of the public representing a group.
5. Speakers may offer objective criticism of district operations or programs, but **the Board will not hear complaints concerning specific district personnel at this time.**
6. The Board provides an opportunity for members of the public to comment; however, should feedback be necessary, it will be sent through the appropriate administrative staff.