

## **GUIDELINES FOR PUBLIC COMMENT**

April, 2022

The Rutland City Board of School Commissioners welcomes public comment. This is an opportunity for citizens to express their concerns and comments to the Board. The Board will not engage in public discussion or dialogue at this time.

The guidelines below are subject to modification in the Board Chair's sole discretion per Robert's Rules of Order.

For in-person board meetings, members of the public wishing to address the Board need to notify the Board Clerk or sign in to speak prior to the start of meeting.

If meetings are held virtually through video-conferencing software, members of the public must follow a two-step process. First, they must register for the video conference through the meeting link found on the district website. They then must notify the district administrative office of intent to speak, doing so before 12:00 noon on the day of the meeting. Notification can be done through phone or email, currently by calling Betty Kapitan at (802) 786-1996 or emailing to [bkapitan@rcpsvt.org](mailto:bkapitan@rcpsvt.org).

Those who request to be put on the list to address the Board will be positioned in the order that the district or the Board Clerk receives a request. Speakers should provide a name, town of residence, and topic to be addressed. For virtual meetings, speakers should also provide a phone contact number in the case of technical difficulties.

Public comment will be heard at the beginning of the meeting. Each person will be allowed to speak only once per topic; additional topics require separate requests. Speakers are requested to prepare their remarks to fit within a 2-minute limit. Given time constraints, there will be an overall limit on the public comment time, generally 15 minutes. All speakers must yield to the timekeeper and the Board Chair. There is no guarantee that all who request to speak will be able to address the Board.

The School Board expects that each speaker will be courteous, modeling for our students how one can respectfully present comments and concerns, especially when in disagreement with others' views. Speakers will address comments to the entire Board, not to one individual Board member, nor to the Superintendent, a staff member, nor the audience.