



## Governing Board Meeting Public Comment Policy

**Purpose:** This policy outlines the public comment policy for Board meetings.

**Duration:** This policy is permanent.

### Policy

The Governing Board welcomes the public to its meetings and asks that citizens follow the guidelines below when addressing the Board. When it is time for public comment, as listed on the agenda, the President will call forth each individual who has signed up to speak. For in-person meetings, speakers must sign in with the Governing Board Secretary before the meeting begins. For all meetings (virtual or in-person), an email may be sent to the [Board@libertytechcharter.org](mailto:Board@libertytechcharter.org) by 8am the day of the meeting OR by indicating in the chat window during the Public comment sign-up time 30 minutes prior to the Board meeting.

### Guidelines

A. The public is encouraged to address the Governing Board under Public Comment. Individuals and/or organizations wishing to speak during Public Comment are encouraged to sign in with the Secretary (at in-person meetings) or via the chat window for virtual meetings. During the time set aside for public comment on the agenda, the President will call forth individuals who signed up. Public testimony guidelines are as follows:

1. Thirty minutes before the start of the meeting there will be a sign-up sheet (chat window sign-up for virtual meetings) for members of the public to sign up if they wish to speak before the Governing Board. At the start of the meeting only those individuals that have signed in to speak will be able to speak during Public Comment.
2. Speakers should adhere to the following protocol:
  1. Sign in with the Secretary, or appointment person, before the meeting based on the above instructions.
  2. At the speakers' podium, please state your name and affiliation with the school (e.g. parent, grandparent, concerned citizen, etc.).
  3. Address comments to the Governing Board as a whole.
  4. Give written statements, if any, and other supporting material to the Secretary. Please note that written statements are made a part of the permanent records of the Governing Board. In addition, if the speaker is unable to complete the presentation in the time allotted, a copy of supporting materials will be provided to Governing Board members.
  5. Individuals can only sign up for themselves or for a minor(s) to speak.

3. Three minutes will be allowed for each presenter to speak. A color-coded card system will be used to time presentations (for in-person meetings). However, the President may, with consensus of the Governing Board, reduce the time allocated for all individuals to speak depending on how many individuals have signed up to speak.

4. The yellow card means the speaker is 2 minutes into the presentation, and the red card means the speaker is at the three-minute limit of the presentation and must wrap up. If a speaker represents a group, he/she may want to have others in agreement stand while he/she speaks, rather than having all speak on the same issue.

5. In order to maintain respect for all points of view, the Governing Board requests no clapping, booing or any other form of support or nonsupport be used.

6. When multiple comments on the same topic have been presented, the Chair may request additional comments on the topic be limited to those who have new information to present.

7. Debate and dialogue with the Governing Board is not allowed during public comment.

In lieu of having a large number of individual speakers, organized groups can request up to five minutes to speak during public comment, as long as the request is received two days prior to the scheduled meeting. The Chair will then either grant the request or deny the request, and the Secretary will notify the group.

When an individual and/or organization would like to be formally scheduled on the Governing Board agenda, the individual and/or organization must submit the request in writing to the President. The President will determine if the request should be granted and determine placement on an agenda. The individual and/or community organization will be notified of the decision.

In the event you are unable to speak during public comment or if you wish to write the Board instead, you may use the following contact information:

**Email:** [Board@libertytechcharter.org](mailto:Board@libertytechcharter.org)

**Mailing Address:** Liberty Tech Charter Governing Board, 119 Price Road, Brooks, Georgia 30205

## Related Policies

## Resources

## Approval

<b>Policy implementation date:</b>	<b>Current policy approval date:</b>	<b>Policy review date:</b>
07/15/2016	06/22/2020	06/2021