

Moorhead Area Public Schools Public Hearing Speaker Card ISD#152
Please provide us with the following information: for Public Record

Admin. Procedure 207.2

To participate in the Public Hearing portion of a School Board meeting you are required to complete this form:
 (Please Print)

Name of Speaker:		
Phone Contact:		
Email Address:		
Resident of the School District:	Yes:	No:
Guardian of Student(s) attending MAPS:	Yes:	No:
Employee of MAPS:	Yes:	No:
Name of group Represented:		
Issue/topic to be presented: (Be Specific)		

Listed below are the procedures for addressing the School Board at a Public Hearing

1. Speakers must reside in the District, be a guardian of a student(s) in the District, be a student in the District, or be employed by the District.
2. The public hearing will be open for up to 30 minutes. (Three (3) minutes per speaker.) Speakers are encouraged to avoid repeating comments that other speakers have made.
3. The School Board Chair will call speakers to the microphone and will recognize one speaker at a time. Speakers must be recognized. Only those individuals who have been recognized by the School Board Chair will be allowed to speak during the public hearing period.
4. An individual must identify himself/herself and, if applicable, any group he or she is representing.
5. Groups: The School Board retains the discretion to require that any group of persons who desire to address the School Board designate one representative or spokesperson. No other person in the group will be recognized to address the School Board, except otherwise determined by the School Board.
6. If a speaker violates any of the established procedures or engages in any prohibited conduct, the Board Chair will rule the speaker out of order.
7. Members of the public may not engage in conduct that materially and substantially disrupts any part of a School Board meeting, or that otherwise impedes the School Board's ability to conduct its business in an orderly and efficient fashion.
8. The School Board will not respond to your comments. An appropriate school official may be assigned to contact the speaker with answers to their questions or with follow-up information.
9. A handout on the purpose of the Public Hearing and the process is available at each School Board meeting.

This form becomes a board exhibit. Except for the phone number and email address, the information on this form is classified as public data. **The address and phone number are part of the public record.** If you have further questions please contact the Executive Administrative Assistant to the Superintendent and School Board at 218-284-3330.

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