

Moorhead Area Public Schools Speaker Card ISD#152

Please provide us with the following information: for Public Record

Procedure 206.2

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

School Board Meeting Date:		
Name of Speaker:		
Phone Contact:		
Email Address:		
Resident of School District:	Yes:	No:
Guardian of Student(s) attending MAPS:	Yes:	No:
Employee of MAPS:	Yes:	No:
Issue/topics to be presented: (Be Specific)		
Is this an agenda item?	Yes:	No:

Public Forum Guidelines:

Listed below are the procedures for addressing the School Board on a topic of interest or concern.

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. The School Board Chair will determine up to a total of ten (10) individuals to address the School Board by the time stamp submission.
2. Public Forum will be open for up to 30 minutes (3 minutes per speaker, 10 minutes per topic, no more than 3 speakers per topic). Speakers are encouraged to avoid repeating comments that other speakers have made. Public Comments at the School Board Meeting will be limited to an agenda item. Public Comments will not be allowed at work sessions, special meetings, or board retreats.
3. Those who wish to address the School Board must submit the online request form provided on the district's website or a written request before 1:00 pm on the day of the School Board meeting. A written request with the above information included can be submitted to the following email address: publiccomment@moorheadschoools.org or by phone at 218-284-3330.
4. 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 comment period.
5. School District policy and data privacy laws preclude the School Board from publicly discussing personnel and student matters or data, including information that, if discussed in a public meeting, could violate law or policy.
6. 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.
7. 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.
8. 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 Forum and the process is available at each School Board meeting. Citizens may be asked to address the School Board on a particular subject during the discussion of that item.

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 phone number and email address are collected and used internally by the district for notification purposes only.** If you have further questions, please contact the Executive Administrative Assistant to the Superintendent and School Board at 218-284-3330. The School Board will not respond to your comments during the Public Input section of the agenda.

(The School Board reserves the right to limit or prohibit discussion on any item.)

