

**“Exhibit A”**

**WORTH COUNTY BOARD OF EDUCATION  
PROCEDURE ON THE CONDUCT OF BOARD MEETINGS**

An agenda together with accompanying information shall be sent to each member of the Board by the Superintendent three business days preceding the Board meeting. This agenda, upon approval at the beginning of each meeting, shall govern the order of business for the meeting. Additions, deletions, or amendments to the approved agenda shall be made by a majority vote of the Board.

Individuals who wish to appear before the Board may submit a written request to the Superintendent 5 days before the meeting date, together with a statement of the topic to be addressed. Those individuals who have submitted a written request to appear before the Board prior to the meeting shall be allowed to address the Board for 5 minutes; provided, however, additional time may be approved by a majority vote of the Board.

At the beginning of each meeting, individuals who wish to address a specific agenda item shall complete a speaker appearance form, a copy of which is attached hereto as Exhibit A. The speaker appearance form will be provided by the Superintendent or the Superintendent's designee who shall be available to answer any questions regarding procedures for addressing the Board. Speakers who wish to address a specific agenda item shall be given three to five minutes to make their remarks. The time per speaker shall be determined by the chairperson, depending on the number of speakers and topics. Additional time for a speaker may be approved by a majority vote of the Board.

Following the approval of the minutes of the previous meeting, there shall be an agenda item entitled “speaker appearances.” This agenda item shall contain a list of those individuals who have requested at least five business days in advance of the meeting that their names be placed on the agenda. Following presentations by those on the agenda, the chairperson shall recognize those who wish to speak on a specific agenda item and have completed a speaker appearance form.

Topics prohibited from public disclosure by the Family Education privacy Rights Act, O.C.G.A. § 20-2-757 governing the conduct of school disciplinary tribunals, or any other state or federal statutes will not be discussed in open session. In addition, the Board may prohibit public discussion of those matters that are exemptions from the Georgia Open meetings Act.

Notwithstanding any provision contained in this policy, meetings of the Worth County Board of Education are not open forums and shall be limited to those matters pertaining to the operation and function of the Worth County School System. Nothing in this policy shall provide any individual any right to make a presentation to the Board that is irrelevant or unrelated the Worth County School System; or is unduly repetitious. While the chair may not stop the speaker

because the chair or members of the Board disagree with his/her viewpoint, the speaker may be stopped if his/her presentation becomes irrelevant or unduly repetitious.

Prior to any statement or presentation to the Board, each speaker shall state his/her name and shall provide his/her address. Each speaker shall comply with the following restrictions:

1. No person shall be allowed to make obscene, derogatory, or slanderous remarks that disrupt the orderly conduct of the meeting.
2. No person shall address the Board with information about a student unless the student's parents or guardian waive their right to confidentiality under the Family Education Privacy Rights Act or in the case of an emancipated student, such student waives his/her right to confidentiality under the Family Education Privacy Rights Act.
3. No person shall disrupt the meeting or interfere in any way with the orderly conduct of the meeting.
4. Remarks shall end when a speaker's allotted time has expired.
5. Speakers may respond to questions from Board members and/or the Superintendent should clarification be necessary. Provided, however, no person shall be permitted to enter into discussion with a Board member or any member of the Worth County School System staff during the conduct of a meeting.

Any person who willfully violates these rules shall be prohibited from appearing before the Board for a period of 60 days.

#### **Availability of Agenda**

Prior to any meeting of the Worth County Board of Education, the Board shall make available an agenda of all matters expected to come before the Board at such meeting. The agenda shall be available upon request and shall be posted at the meeting site as far in advance of the meeting as reasonably possible, but shall not be required to be available more than two weeks prior to the meeting and shall be posted at a minimum at some time during the two-week period immediately prior to the meeting. Failure to include on the agenda an item which becomes necessary to address during the course of the meeting shall not preclude consideration of and action upon such item. Notwithstanding the foregoing, the agenda will be posted and made available no later than three business days prior to the meeting of the Board. [All accompanying documents and supplements to the agenda shall be made available for public inspection at Worth County Board of Education at the time of the posting of the agenda.]

**WORTH COUNTY BOARD OF EDUCATION  
SPEAKER APPEARANCE FORM**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**AGENDA ITEM TO BE ADDRESSED:** \_\_\_\_\_

Any individual wishing to address the Worth County Board of Education must complete the information requested above. Speakers will be allotted three to five minutes in which to complete their presentation abiding by the following rules:

- No person shall be allowed to make obscene, derogatory, or slanderous remarks that disrupt the orderly conduct of the meeting.
- No person shall address the Board with information about a student unless the student's parents or guardian waive their right to confidentiality under the Family Education Privacy Rights Act or, in the case of an emancipated student, such student waives his/her right to confidentiality under the Family Education Privacy Rights Act.
- No person shall disrupt the meeting or interfere in any way with the orderly conduct of the meeting.
- Remarks shall end when a speaker's allotted time has expired.
- Speakers may respond to questions from Board members and/or the Superintendent, should clarification be necessary; provided, however, no person shall be permitted to enter into discussion with a Board member or any member of the Worth County School System staff during the conduct of a meeting.

Any person willfully violating these rules may be prohibited from appearing before the Board for a period of 60 days.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Speaker Signature

Received by: \_\_\_\_\_  
Worth County School System Representative