

Agendas

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 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 up to 10 minutes.

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 up to five minutes to make their remarks.

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 and submitted the form to the superintendent prior to the meeting being called to order.

The Board may prohibit discussion of those matters that are exempt from public discussion by the Georgia Open Meetings Act or of confidential student matters protected by the Family Education Rights and Privacy ACT (FERPA). These topics may include real estate acquisitions, pending litigation, and personnel matters. Speakers may submit any concerns exempt from discussion to the Board in writing. Individuals with concerns are encouraged to contact school principals and the superintendent with their concerns before presenting them to the board.

The public comment period is designed to gain input from the public and not for immediate responses by the Board to public comments. While the Board cannot assure each speaker of a specific or individualized response, the Board will consider the public comments and any supporting materials provided by speakers.

Notwithstanding any provision contained in this policy, meetings of the Worth County Board of Education are not open forums and public comments 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 to the Worth County School System; or is unduly repetitious.

Prior to any statement or presentation to the Board, each speaker shall state his/her name, shall provide his/her address and give his or her connection or interest to the School System. Speakers are encouraged to provide a written copy of their remarks to each Board member. Speakers

shall address the Board of Education. Speakers may not address individual Board members by name and shall not refer to individual Board members by name whether they are in attendance or not. 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, in writing, 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 FERPA.
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.
6. The chairman or his/her designee may stop a speaker whose presentation becomes disruptive, repetitious or irrelevant.

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.

**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 up to five minutes in which to complete their presentation abiding by the following rules:

- I. No person shall be allowed to make obscene, derogatory, or slanderous remarks that disrupt the orderly conduct of the meeting.
- II. No person shall disrupt or interfere in any way with the orderly conduct of the meeting.
- III. Remarks shall end when a speaker's allotted time has expired.
- IV. Speakers may respond to questions from the Board of Education members, should clarification be necessary; provided, however, no person shall be permitted to enter into discussion with a Board member, or any member of the School District staff during the conduct of a meeting.

The public comment period is designed to gain input from the public and not for immediate responses by the School Board to public comments. While the School Board cannot assure each speaker of a specific or individualized response, the School Board will consider the public comments and any supporting materials provided by speakers.

Any person willfully violating these rules may be prohibited from appearing before the Board for a period of 60 days. The Board Chair shall order the removal of anyone who disrupts or interferes with the orderly conduct of the meeting.

Date Speaker Signature

Received by: _____
 Worth County Board of Education Superintendent