



## Governing Board Guidelines for Public Comment During School Board Meetings and Hearings

ASTEC Charter Schools Board welcomes public comment during most regular meetings and at public hearings. Generally, Governing Board members do not respond to public comment during a meeting or hearing.

**Time** – Each speaker may speak for up to two minutes. A timer is employed and speakers should conclude their remarks when the buzzer sounds. The Board generally allows up to 30 minutes for Citizen Comment on Non-Agenda Items at the beginning of meetings. If there are a large number of speakers on a particular topic, the Board may limit the total time for comment and/or may reduce the time allotted for each speaker.

**Topics** – Speakers may address an item on a Board Meeting agenda during Citizen Comment on Non-Agenda Items. All comments should address a matter related to ASTEC Charter Schools. The Governing Board will not hear public comment that involves an individual employee or student-related matter, the disclosure of which would violate applicable confidentiality requirements.

**Decorum** – The Governing Board expects that each speaker will be courteous, modeling for our students how one can respectfully disagree with others' views. Speakers will address their comments to the entire Governing Board and not to one individual Board member, nor to the Superintendent, a staff member, or the audience. Speakers are encouraged not to engage in personal attacks. Speakers will present their comments while standing.

**Signing up to Speak** – Speakers may sign up at the Central Office or by emailing the superintendent at [supt@astec-k12.com](mailto:supt@astec-k12.com), until the meeting agenda has been posted publicly, before 5:00 p.m. the last business day before the meeting.

- Speakers are called in the order in which they sign up.
- Speakers may not speak more than once on a specific topic.
- Speakers who wish to comment on more than one topic must submit a separate request for each item.
- Any person who would like a translator to assist them in providing public comment and any person with a disability who needs accommodation to provide public comment should contact the Central Office at (405) 947-6272 at least three business days in advance of a meeting to request assistance.

**Written Comments** – If a speaker would like to present written comments to the Governing Board, they must provide at least 10 legible, signed copies to the clerk by 5:00 pm on the last business day before the meeting.