

**CITIZENS WISHING TO CONTRIBUTE TO BOARD MEETINGS
SHOULD OBSERVE THE FOLLOWING RULES**

1. Copies of the agenda will be available as you enter the meeting. Visitors who wish to speak at the board meeting should be on the agenda, or complete the form provided at the meeting. Five (5) minutes before the meeting, the Board Secretary will collect the forms.
2. Each person, when called, shall give their name and address and the name of any group they represent.
3. Visitors will be held to a five (5)-minute address of the Board unless they have requested and received permission for more time. The clerk will be responsible for monitoring the time.
4. All visitors wishing to address the Board are to sign the Board Visitor Form, giving their name, address, and telephone number and any group they represent.
5. Responding to comments or concerns not listed on the agenda should be referred to an administrator for a response at a later date.
6. It is preferred that visitors give notice of their desire to speak twenty four (24)-hours before the board meeting.

TEAR OFF-RETAIN TOP PORTION

Board Visitor Form

Name: _____ Date: _____

Address: _____ Telephone: _____

Group Represented: _____

Topic/Question: _____
