

Pursuant to the Colorado State Board of Education Operating Procedures, the STEAD Board should at every regular meeting provide time for citizens to address the Board and the timeframe should be made public through the posted public notice.

The information outlined below provides details on public comment procedures for in-person and virtual meetings. Members of the public can also submit their comments in writing to the STEAD board for distribution to all members.

- Public comment will be held shortly after the meeting is called to order
- Sign-up for the morning public comment is limited to 10 speakers and registration is first-come, first-served.
- The board president will explain the meeting procedures and call on speakers in order of their registration.
- Comments are limited to three minutes per speaker. Time will be monitored by staff using a timer. When that time expires, the speaker is permitted to complete a sentence but should make no further remarks.
- The president may extend the agenda item. While offering a public forum is important to the board, it is also necessary to ensure that the board allows enough time to conduct its regular business.
- At the discretion of the president, public comment may be closed and reopened at a later time or date to be announced.

Additional Information

- The board president reserves the right to limit the time available for public comment.
- Any written public comment that is submitted via email will be uploaded to Board Drive. Documents submitted to the Board are public records. If you have information that you wish to keep private (names, address, phone numbers, etc.) please remove the information before submitting the document to the board.
- Signs, banners, and other distracting items are not allowed in the board room. Staff will ask you to leave materials outside the room or you **may be asked to leave**.
- All speakers, and those in attendance, shall conduct themselves in a non-disruptive manner. Cheering, snapping, clapping and other distractions are not allowed during or upon completion of any public comment.
- Board members do not respond to public comments during this segment of the board meeting.
- Public comment will not be taken at special meetings.

Do's and Don'ts for Giving Public Comment

DO:

§ Introduce yourself and where you are from. If you are speaking on behalf of an organization, identify the organization and your association.

§ If speaking to a specific agenda item, limit your remarks to the subject of the agenda item and avoid repeating what others have said.

§ *Be brief, to the point, and concise.*

§ *If you believe an issue needs to be explained in-depth, and you bring handouts, please pass them to staff prior to making your comments. Be sure to include your name and date of the meeting on the handout.*

DO NOT:

§ *Expect the Board to answer questions you may have.*

§ *Attempt to argue or debate with the board.*

§ *Discuss personnel matters with the board. This should be done in private with the chair and/or vice-chair of the board.*