

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS REGULATIONS

The Essex County School Board welcomes public comment during regular meetings and during public hearings. Essex County School Board members are available to meet with members of the public independently, outside of scheduled meetings and hearings. In addition, the Essex County School Board reviews letters and emails sent to the Essex County School Board.

Time: Each speaker may speak for up to five minutes. A timer is used to time all remarks and speakers should conclude their remarks when the buzzer sounds. Only individuals signed up to speak will be allowed to address the Essex County School Board. Time may not be “yielded” to other speakers. The Essex County School Board may allow up to 30 minutes for public comment at the beginning (after the Pledge of Allegiance) of regular meetings and public hearings. If there are a large number of speakers, the Essex County School 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 an Essex County School Board agenda or may address an item not on the agenda; however, all comments should address a matter related to Essex County Public Schools. The Essex County School Board will not hear public comment that involves a complaint about an individual staff member, a personnel action a student disciplinary matter, a complaint about an individual student, or pending litigation.

Decorum: The Essex County School Board expects that each speaker will be courteous, modeling for our students how one can respectfully disagree with others’ views. No profanity or vulgar language is permitted. Speakers will address their comments to the entire Essex County School Board and not to one individual Essex County School Board member, nor to the Superintendent, to a staff member, nor to the audience. Speakers will not engage in personal attacks. Speakers will present their comments from the podium provided for them. Any speaker who violates any one of these regulations will be ruled out of order by the Chairman and asked to relinquish the lectern.

Signing up to Speak: Speakers who want to address any school related matter may call the Essex County School Board Office until 4 p.m. the day of the meeting to be added to the public comment list. Speakers may also sign up for public comment prior to the Essex County School Board meeting being called to order by the Chairman. Speakers will be called in the order in which they sign up. Speakers may not speak more than once on a specific topic. Speakers who wish to speak on more than one topic must submit a separate request for each item. (A sample copy of the sign-up sheet is attached.)

Written Comments: If a speaker would like to present written comments to the Essex County School Board, seven copies should be provided to the Essex County School Board Clerk prior to the meeting being called to order.

Approved: November 10, 2014
Revised: December 10, 2018

**SIGN-IN SHEET FOR CITIZENS ADDRESSING
ESSEX COUNTY SCHOOL BOARD**

Date: _____

NAME _____

**ORGANIZATION
REPRESENTED** _____

Phone # _____

Please Check if
Resident of
Essex County

1. _____

E-mail Address _____

2. _____

E-mail Address _____

3. _____

E-mail Address _____

4. _____

E-mail Address _____

5. _____

E-mail Address _____

THIS SHEET WILL BE PICKED UP BY THE CLERK AT 7:00 P.M.