

Request to be Placed on Agenda

This form must be completed and returned to the clerk or the superintendent at least 7 days before the meeting at which you wish to be placed on the agenda. The request will be received and reviewed by the Board President. One of three recommendations will be made:

1. Appearance before the board at the next regular meeting.
2. Appearance before the board in executive session.
3. Referral of your request to the appropriate administrator.

Permission to appear before the board at a regular meeting is subject to the following rules:

1. Presentations shall not exceed the time allocated by the board president and the superintendent.
2. Subject matter, other than policy issues, will be referred to the administration.
3. Comments shall be limited to issues and not refer to personalities.
4. Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
5. Typed copy, or an outline of your presentation must be included with this request form.

Name _____

Address _____ Telephone _____

Individual or organization (if any) you represent _____

Organization's address _____

Signature _____ Date _____

District official's signature _____

Date received _____ Time received _____

Note: Policy BCBI does not apply to special board meetings unless the special meeting is a public hearing.

Approved: March 26, 2012