

GUIDELINES FOR ADDRESSING THE SCHOOL BOARD

Public comment to the Board shall be permitted only during the specific time or times allotted on the agenda for that purpose. Please be reminded that speakers should limit their remarks to topics germane to the public business of the school division. Citizens and delegations are welcome to speak at School Board meetings during the dedicated time slot at each meeting. Remarks are limited to three minutes per person. Requests to address the Board are made by using the online form or through the Clerk of the School Board by calling (540) 473-8263 by 10:00 a.m. the day of the meeting unless otherwise noted on the meeting notice posted to the website.

Speakers appearing before the Board will not be allowed to promote private business ventures. Speakers may not use profanity or vulgar language or make or promote threats of physical harm or aggression against any person.

School Board policies, state law, and federal law establish separate and distinct procedures and forums for:

- the resolution of employee grievances,
- employee complaints,
- employee suspensions and terminations,
- complaints against individual employees,
- pupil suspensions and appeals,
- political campaigns,
- and litigation.

These separate and distinct procedures and forums have been established to assure fairness to all parties, and therefore speakers are encouraged to make comments on these topics in these particular forums when they are available.

The individual dignity of Board members, Division employees, students, and members of the public must be respected by all speakers.

Revised: June 20, 2016
September 9, 2021



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Fax (540) 473-8298

Office of
Division Superintendent

If you wish to comment on an agenda item or during a public hearing, please observe the following governing rules, and complete the form below.

1. Submit a Request to Speak form to the Clerk of the School Board by 10:00 a.m. on the day of the School Board meeting.
2. Be a resident of Botetourt County.
3. Direct your remarks to a specific agenda item under consideration.
4. Limit your remarks so as not to repeat comments of previous speakers.
5. Keep your remarks to a maximum of three (3) minutes, unless otherwise provided by the Chair of the School Board, and may not “give” or “yield” your time to someone else.
6. Direct your remarks to the School Board. Debate between a recognized speaker and audience member(s) is not allowed.
7. Exercise courtesy at all times.
8. Additional guidelines and procedures or suspension or modification of the above rules and procedures may be adopted by the School Board as it deems appropriate for the effective, orderly and timely conduct of public hearings. (See Guidelines on back)

REQUEST TO SPEAK

I WISH TO SPEAK TO THE BOTETOURT COUNTY SCHOOL BOARD
ON THE MATTER LISTED BELOW

Agenda Item: _____

Position: PRO: _____ CON: _____ OTHER: _____

Name: _____

Address: _____

Phone: _____

(Please give this form to the Clerk when it is completed)