

QUAKERTOWN COMMUNITY SCHOOL DISTRICT  
100 Commerce Drive  
Quakertown, Pennsylvania 18951-1588  
(215) 529-2002

**REQUEST TO ADDRESS THE BOARD OF SCHOOL DIRECTORS**

The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the district and the need to conduct its business in an orderly and efficient manner.

In order to permit fair and orderly expression of such comment, the Board will provide a period for public participation and will formulate rules to govern such public participation in Board meetings.

Public participation shall be permitted as indicated on the order of business in the procedures of this Board.

Information Meetings:

- ▶ near the beginning of each meeting and near the end of each meeting

Regular Meetings:

- ▶ near the beginning of each meeting and near the end of each meeting
- ▶ prior to any item presented for a vote

The Board meeting agenda includes opportunity for residents of the school district without prior arrangements to address the Board. The portion of the meeting during which participation of the public is invited, shall be managed by the President.

***If you would like to address the Board of School Directors this evening, please read the rules for public comment on the reverse side of this form and complete the following information:***

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street, Town and Zip Code)

Municipality of Residence: \_\_\_\_\_  
(Borough or Township)

Email Address: \_\_\_\_\_

Telephone: Home - (\_\_\_\_) \_\_\_\_\_ Work - (\_\_\_\_) \_\_\_\_\_

Request: (Describe briefly)  
\_\_\_\_\_  
\_\_\_\_\_

*Thank you for completing this information. Please hand deliver this form to the Board Secretary, who will record your request and direct it to the attention of the Board President.*

Meeting Date: \_\_\_\_\_ Date of Request \_\_\_\_\_ Order of Receipt/No. \_\_\_\_\_

Whenever issues identified by the participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with these policies and procedures. The Board requires that public participants be residents or taxpayers of this district or anyone representing a group in the community or school district; any representative of a firm eligible to bid on material or services solicited by the board; any employee of the district; or pupil of the district.

1. Individuals wishing to have their name and/or topic on the agenda must register their intent with the Board Secretary ten (10) days in advance of the meeting, providing group affiliation, if appropriate. These individuals will be given up to ten (10) minutes to comment.
2. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation; if appropriate.
3. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.
5. The presiding officer may:
  - ▶ interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant
  - ▶ request any individual to leave the meeting when the person does not observe reasonable decorum
  - ▶ request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting
  - ▶ call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting
  - ▶ waive these rules with the approval of the board
  - ▶ respond directly to questions, refer questions to the appropriate person or have them answered in a timely manner
6. Electronic recording devices and cameras other than those used as official recording devices will be permitted at meetings under rules provided by the Board.
7. No placards or banners will be permitted within the meeting room or on school grounds without prior approval.
8. The meeting agenda and all pertinent documents shall be distributed to the press and public at the meetings.