

Hamilton County Board of Education

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| Monitoring: Review: Annually in September | Descriptor Term: Appearances Before the Board | Descriptor Code: 1.404 | Issued Date: 10/20/22 |
| | | Rescinded: | Revised: 10/19/23 |

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2 Any resident of Hamilton County may appear before the Board of Education to comment upon the
3 operation of the Hamilton County Schools. However, for the efficient operation of the schools, the Board
4 desires that complaints and concerns be resolved as quickly as possible and by the employee or
5 administrator having responsibility over the issue in question. Accordingly, the Board encourages
6 individuals with complaints or concerns to speak with the appropriate employee or administrator rather
7 than first addressing the Board.

8 9 **APPEARANCES BEFORE THE BOARD**

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11 Any resident of Hamilton County desiring to address the Board regarding the operation of the Hamilton
12 County Schools on a topic that is not listed as an item on the agenda, must submit a written request
13 setting forth the topic upon which the individual wishes to address the Board as well as any supporting
14 documents or materials. He or she must submit this written request to the Director of Schools no later
15 than three (3) days prior to the Board's meeting.

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17 If the Executive Committee of the Board approves the request, the individual will be listed on the Board's
18 printed work session agenda and recognized at the appropriate time. The Board Secretary will also
19 circulate to the Board members any documents or materials that the individual submitted in support of
20 his or her request to speak.

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22 Additionally, any resident of Hamilton County desiring to address the Board on any item listed on the
23 agenda who has missed the three (3) day advance deadline may nevertheless be recognized to speak
24 provided that he or she signs up ahead of time or signs in at least thirty (30) minutes prior to the start of
25 any regularly scheduled Board meeting work session or special called meeting. Thirty (30) minutes prior
26 to the start of the meeting, the Board Secretary will collect the sign-in sheet and provide it to the Chair.
27 The Chair, at the appropriate time on the agenda, will recognize the first three (3) individuals who have
28 signed in to address the Board.

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30 If a group of individuals wishes to address the Board about the same matter, the group must select one
31 (1) individual to speak on its behalf unless the group specifically requests permission for multiple
32 individuals to speak on the same topic.

33 34 **RULES GOVERNING ANY COMMENTS TO THE BOARD**

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36 Individuals speaking to the Board shall address their remarks to the Chair. Each person speaking shall
37 state his or her name, his or her address, and the subject of his or her presentation. Remarks will be
38 limited to five (5) minutes unless time is expended by the Board.

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40 Under no circumstances will the Chair allow a speaker to identify a student or to discuss confidential
41 matters protected by law or professional ethics.

1 The Chair shall have the authority to terminate the remarks of any individual who is disruptive or does
2 not adhere to the Board rules.

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Legal References:

1. TCA 39-17-306

Cross References:

- School Board Meetings 1.400
- Agendas 1.403
- Complaints about School Personnel 5.503