

## PUBLIC COMMENT SIGNUP SHEET

Public comment at regular Board meetings will be conducted in accordance with BED(LOCAL) and the Board's procedures on public comment.

At meetings other than regular Board meetings, public comments are limited to items on the posted meeting notice and agenda. At regular meetings, comments on other topics may be allowed as time permits. Public comments should be limited to topics relevant to District business.

In lieu of or in addition to speaking at an open meeting, a member of the public may also submit written comments to the Board regarding District business as follows: email to [dalawless@efisd.org](mailto:dalawless@efisd.org), in person at the Elysian Fields I.S.D. Administration Office located at 2099 FM 451 Elysian Fields, Texas.

The following guidelines apply to public comment:

1. Any individual wishing to address the EFISD Board must indicate their interest in speaking prior to the meeting. Speakers may sign up until ten minutes before the meeting begins. See Mrs. Lawless to place your name on the sign-up sheet to be recognized by the Board to speak. The time allotted for each speaker may vary depending upon how many individuals sign up.
2. Under the Texas Open Meetings Act, the Board is not permitted to discuss or act upon any issues that are not posted on the agenda for the meeting.
3. The Board has adopted complaint policies that are designed to secure, at the lowest possible administrative level, a prompt and equitable resolution of complaints and concerns for employees, students or their parents, and the general public. If a resolution cannot be achieved administratively, the person may appeal the administrative decision to the Board as a properly posted agenda item. For further information on the policies, please contact Darby Lawless, Superintendent's Secretary (903) 633-1500. If the subject of a speaker's comment involves a pending grievance, the speaker should seek resolution through the grievance process and address the Board only at the appropriate stage of that process.

4. Under the Texas Open Meetings Act, the Board may exercise its authority to discuss certain subject matters on the agenda in closed session, including matters involving individual District staff members and individual students. If a speaker's comment concerns one of these subjects, the speaker should address the concern through the District's complaint policies.
  
5. Rules of order and decorum will be enforced during the public comment period to ensure efficient meetings. Unlawful or disruptive conduct, including interrupting scheduled speakers, speaking out of turn, or interfering with the rights of others, will not be tolerated. **Each participant is legally responsible for the content and consequences of his or her own statements.**

Please provide the information requested below if you wish to address the Board during the public comment period:

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

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

Telephone: \_\_\_\_\_

Will you be accompanied by a translator?

- Yes (if known, please provide the name of the translator: \_\_\_\_\_)
- No

Does the topic or topics on which you wish to address the Board appear on the current agenda?

- Yes
- No

If Yes, please indicate the topic or topics on the agenda about which you wish to address the Board:

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If NO, please list any topics on which you would like to comment that are not on the agenda for the meeting:

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