



Board of Education

Public Comment Form

Thank you for attending the Westminster Public Schools Board of Education meeting.

The following policies and procedures will be followed for those persons requesting to make public comments.

- Public Comment is conducted during the Audience Comments section of the agenda.
- If you are unable to speak, you may submit your comments in writing and they will be communicated to each Board member.
- Please address the Board of Education in a courteous and respectful manner at all times.
- Person(s) making public comments will be allowed five (5) minutes. Individuals should state their name aloud.
- The Board of Education will limit the number of public comment on a particular topic or issue. If you are a member of a group or organization involving the same issue, you should coordinate your comments with others to avoid repetition.
- You must complete the “Your Public Comment Topic” section so that multiple comments on the same issue can be properly coordinated. **No comments will be permitted without the “Comments Topic” information completed.**
- Please note that the Board of Education’s policy is **not to respond to public comments** unless additional information is needed or there is a need to correct information that is inaccurate or misleading.
- **The Board of Education will not engage in a debate.** If an issue(s) requires additional discussion, conversation with appropriate parties may be scheduled to properly address your issue(s) apart from the Board of Education business meeting.
- Information provided during the board meeting in the form of audience comments is a matter of public record and will be published in the official minutes.



Board of Education **Public Comment Form**

(See other side for Public Comment guidelines)

Name _____

Date of Board Meeting _____

I will speak about... (Please provide a brief description)

Address _____

City, State, Zip _____

Phone Number _____

Email Address _____

Please give this form to the Assistant to the Board prior to the beginning of the meeting.

Your participation is very much appreciated. Thank you!

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