

Public Comment Guidance for VSWEA Desert Marigold School Board Meetings

1. The community participation segment of the meeting occurs during public comments. Public comment provides an opportunity for our community to address the Board. Please be aware, this time is not for question-answer or discussion, those interactions can occur in meetings with administration, class meetings or at town halls.
2. Public comment may not be on the agenda for every Board meeting, please review the [agenda](#) to make sure there is a public comment section.
3. Speakers are to state their name and organization, if any.
4. The Board President is responsible for the orderly and efficient conduct of the meeting and any board member will rule on the time and suitability of presentations to the Board.
5. Please consider whether public comment at a Board meeting is the most appropriate place for your concern, particularly if you are trying to solve a problem or get answers to questions regarding the day-to-day operations of the school. A contact to the appropriate person at the school may satisfy your concern and provide you with immediate feedback and response that will not likely happen at a Board meeting. Please look at the [communication flow chart](#) for the appropriate person to contact for your concern.
6. The Board is the proper place to file an appeal or to voice a concern regarding the Executive Director. Appeals to the Board are appropriate if the community member feels the Executive Director was unable to resolve the problem. A resolution can take many forms including coming to a mutual understanding, recognizing the need for further work, or agreeing to disagree and treating each other with respect. Please submit any appeals by emailing board@desertmarigold.org a minimum of 48 hours prior to the scheduled meeting.
7. **Time** – Public comments and questions about agenda items and issues are invited early in the meeting. Comments are limited to no more than 3 minutes and may need to be lessened depending on the number of requests to speak. A timer will be used and speakers should conclude their remarks when the buzzer sounds. The Board generally allows up to 15 minutes in total for Public Comment.
8. **Topics** – Public comment should focus on issues, not individuals. Speakers may address an issue on the agenda, or may address an issue not on the agenda that is related to Desert Marigold School. Any comments or concerns regarding individuals should be submitted to the Board in writing by emailing board@desertmarigold.org. Any concerns that are submitted will be reviewed to see if they have been addressed at a lower level and if not will be referred down. Submitting concerns about individuals in writing helps to maintain respect and privacy for the individual and prevents public personal attacks while still allowing the community to address the Board on the concern.
9. **Decorum** – The Board welcomes your input and public comment is provided as a forum for the public and DMS community to share, ask questions and provide input. Speakers will address their comments to the entire audience (Board members, administration, staff, and the public) and not to individuals. As adults in the DMS community, we are obliged to model behavior worthy of imitation. We set the standard for healthy adult communications. Speakers are expected to conduct themselves in a courteous manner that is based on respect. We expect an environment where people with different perspectives can be met with benevolent curiosity and an open mind and people respectfully disagree with others' views.
10. **Signing up to Speak** – Speakers may request to be added to the speakers list by putting a star by their name on the sign-in sheet prior to the start of the meeting. Speakers are called in the order in which they sign up. Speakers may not speak more than once. Any person who would like an interpreter to assist them in providing public comment and any person with a disability who needs accommodation to provide public comment should notify the front desk at least three business days in advance of a meeting to request assistance.

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