

FORT SAM HOUSTON ISD
PUBLIC COMMENT INFORMATION AND GUIDELINES

1. A meeting of the Board of Trustees is a meeting of the Board in Public, not a public meeting which is to say that audience participation at a Board meeting is limited to the public comment section of the meeting. At all other times during the meeting, the audience shall not enter into discussion or debate on matters being considered by the Board.
2. During Public Comment, the board may furnish specific factual information or recite policy, but by law, the Board shall not deliberate or decide regarding any subject that is not included on the agenda for that meeting and any deliberation or decision by the Board will occur during discussion of the agenda item and not during Public Comment.
3. During regular board meetings, public comments may address any topic whether posted on the agenda or not. During special called meetings or work sessions, public comments are limited to the items posted on the agenda only.
4. In order to participate in the public comment portion of a meeting, members of the public must sign up with the presiding officer or designee not later than five (5) minutes before the meeting is scheduled to begin and shall indicate the topic about which they wish to speak.
5. Individuals may be given up to three (3) minutes to speak during public comment; however, when necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to the public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on non-agenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment or adjusting the time allotted to each speaker; however, no individual shall be given less than one (1) minute per person to make public comment.
6. A member of the public who addresses the Board through a translator shall provide the translator. A member of the public who addresses the board through a translator must be given at least twice the amount of time as a member of the public who does not require a translator.
7. The Presiding Officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person's presentation shall be halted, and the person shall be referred to the appropriate policy to seek resolution:
 - a. DGBA Employee Complaints
 - b. FNG Student or Parent Complaints
 - c. GF Public Complaints
8. There shall be no disruption of the meeting by members of the audience. If after at least one warning from the presiding officer, an individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to

have the individual removed from the meeting and once the individual is escorted off the premises, the person is not permitted to return during the meeting. Individuals with signs, props, or displays shall sit in the last row of chairs or along the back wall so as not to interfere with the meeting or with the public's observation of the meeting.

9. During public comment individuals shall not use the name of District employees or of District students, unless the student about whom they are speaking is their own child.