

**ISLE OF WIGHT COUNTY SCHOOLS
820 W. Main Street, Smithfield, VA 23430
SCHOOL BOARD PROCEDURE - REQUEST TO SPEAK**

In order to fulfill its duties more effectively, the Isle of Wight County School Board has established a definite procedure for hearing those who wish to speak to the Board on a particular point of interest. The procedure is described herewith:

1. The Board will entertain only those matters that pertain to Board policy. All questions or points that relate to administrative decisions will be heard after they have been through proper administrative channels.
2. A patron or citizen requesting permission to speak to the Board should follow one of the recommendations below:
 - a. File a Request to Speak form. These may be obtained from any county school principal's office or the Superintendent's office.
 - b. Request to speak may also be made by calling the Superintendent's office and providing the necessary information to the staff.

All requests must be in the Superintendent's office three days prior to the school board meeting. Persons who did not sign up three days prior to the meeting, may sign up at the beginning of the meeting on the sign-up sheet placed at the entrance to the courtroom.

3. Presentation of information on any subject will be concluded at the discretion of the Board. No person will be recognized to speak more than once on a subject. Citizens scheduled on the agenda to speak will be permitted five (5) minutes maximum time for their presentation. Delegations will be requested to limit their speakers to two (2). A maximum of thirty (30) minutes will be designated for public comment.
4. Any matter relating to specific personnel or students will be heard by the School Board only in a closed meeting.
5. Persons appearing will be informed of the Board's decision (if a decision is in order) within two weeks of the meeting or in extreme cases when the Board has had adequate time to give full consideration to the points presented. Citizens requesting specific information should submit their request in writing at the time the Request to Speak form is filed with the Superintendent or inform the staff if the request is made by phone.
6. Persons speaking are asked to be specific. State the issues for the Board's consideration and attach a copy of your prepared remarks.

TO: Isle of Wight County School Board

I would like to speak to the Board at its next regular meeting on the following subject or issue: Budget

I will speak: **(check one)** On my own behalf. [] At the request of _____ organization.
[] Copy of prepared remarks attached.

Signature:
Address
Phone:

Issued: June 28, 1993
Reissued: October 8, 1998
Reissued: January 13, 2000
Reissued: February 13, 2001
Reissued: April 18, 2007