

**THE SCHOOL BOARD OF ESCAMBIA COUNTY**  
**75 NORTH PACE BOULEVARD**  
**PENSACOLA, FLORIDA 32505**  
**(850) 469-6155**

**REGISTRATION TO ADDRESS THE BOARD**

*Please complete this registration form if you wish to address the School Board in regular or special session. You will be called by name to speak at the appropriate time.*

NOTE: *All remarks should be addressed to the Chairman. Personal attacks will not be tolerated.*

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street and Number

\_\_\_\_\_

City	State	Zip Code
------	-------	----------

EMAIL: \_\_\_\_\_

REPRESENTING:

Organization or Committee \_\_\_\_\_

Speaking as an Individual

WILL DISCUSS:

Agenda Item \_\_\_\_\_

Special Problem or Issue \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

## CHAPTER 1 - ADMINISTRATION

### 1.12 PRESENTATIONS BY MEMBERS OF THE PUBLIC

- (1) Board meetings are to transact the business of the public school system. Members of the public who wish to present comments about education and the public school system are encouraged to participate in Board meetings and workshops. By law and precedent, the Board provides opportunities for the public to address the Board at its regularly scheduled and/or special board meetings: Public Hearing, Agenda Items, and Public Forum. Members of the public may also address the Board in a Public Forum at the conclusion of its regularly scheduled Board workshops. The general rules set forth in this policy for public comment shall apply to Public Hearing, Agenda Items, and Public Forum.
  - A. Public Hearing: In accordance with state law, the School Board is required to conduct a Public Hearing before voting on certain agenda items. When such agenda items are brought to the table during a meeting, the public shall be given an opportunity to address them before a vote is taken.
  - B. Agenda Items: Public comment shall be allowed with regard to agenda items on any regular or special Board meeting or workshop agenda. If an item is on the Consent Agenda, speakers must advise the Chair of their intent to address the item prior to the vote being taken on the Consent Agenda. The Board shall then pull each such item for handling on the open agenda to allow public comment.
  - C. Public Forum: Prior to the adoption of the agenda at each regular and special meeting, the Board will allow public comment on any matter of relevance to public education. No action will be taken on a speaker's topic except as otherwise included on the meeting agenda. A Public Forum will also be held at the conclusion of each regularly scheduled Board workshop.
  
- (2) Any presentation to the Board shall conform to the following standards:
  - A. Remarks and statements shall be addressed directly to the Chair and Board Members using titles rather than names when possible to do so;
  - B. All questions should be directed to the Chair. The Superintendent, or his designated staff members, may answer questions during the meeting or they may request appointments for answers at a later time;
  - C. Personalities or motives shall be avoided in presentations. Concerns discussed should be related to issues and problems of education and the school system;
  - D. Personal attacks against officers and personnel shall be excluded from presentation or discussion. Except in cases of emergency, complaints relating to the official conduct of the personnel or the discharge of duties and responsibilities shall first be made to the appropriate supervisory personnel;
  - E. Time allocated for speakers addressing the Board will be three (3) minutes. The Chair shall have the discretion to extend the presentation time provided a majority of the Board Members consent to the extension;
  - F. No action will be taken by the Board on any matter presented in the Public Forum. Consideration will be given to action which the Board may take some time in the future;
  - G. Persons, failing to follow these procedures and after being warned by the Chair of being in violation, are subject to removal from the meeting;
  - H. The Superintendent of Schools will provide a speaker form for members of the public to use to inform the Board of a desire to be heard, to indicate support, opposition, or neutrality on a proposition, and to designate a representative to speak for him/her or a group on the issue if he or she chooses. Said form will request contact information for the speaker, including name, address, telephone number, and email address; and
  - I. Speakers who are physically present at the meeting or workshop may request to yield their time to a designated speaker. The yielded time will be pooled for a maximum of ten (10) minutes for the designated speaker. Speakers may not split their time and yield only a portion of it to a designated speaker.

Rulemaking Authority: Section 1001.41; 1001.42, F.S.  
Laws Implemented: Section 286.0114; 1001.372, F.S.  
History: New 10/23/90. Amended 11/20/01; 02/19/08; 03/18/08; 05/20/08;  
10/21/08; 11/16/10; 03/25/14.