

- This meeting will be conducted online and made accessible to the public by video conference in accordance with Governor John Carney's Proclamation concerning precautionary measures for public meetings during the COVID-19 crisis.
- Members of the public may access the meeting via **Zoom**, a video conferencing service that allows both video and audio participation. Upon joining, audience members will automatically be muted during the public meeting until the Public Comment section of the agenda. Members wishing to make public comment will be called upon individually by the meeting host at the appropriate time.
- To join the meeting via Zoom, simply click the link below and follow the directions. The Zoom link for the **September 2, 2020**, Delmar Board of Education Meeting will be available six hours prior to the board meeting on the District Website in the School Board tab.
- For anyone submitting a **Board Business Action Item**, such as a "Use of Facility" request, submission of such request must be submitted, in writing, to the Board Recording Secretary, at least one week in advance of the board meeting date.
- To make a request for a **Formal Presentation** to the Delmar Board, complete the "Request to Appear before the Board" form and submit to the Board Secretary one week prior to the start of the meeting.
- **Public Comment:** Meeting attendees wishing to provide public comment must complete the following steps below prior to the Public Comment section of the meeting.
  - To request to make a public comment to the Board, complete the "Request to Appear before the Board" form at least 30 minutes prior to the start of the board meeting, and submit it prior to the start of the meeting to the Board Secretary. Public comment shall be limited to five (5) minutes in duration, per speaker. Filling out a registration card prior to the meeting will hold your place in line to speak. All required fields on the registration card must be completed in full to assist in keeping the meeting session disruption-free.
    - After completing a Public Comment "Request to Appear before the Board" Registration Card online, a person wishing to make public comment must change his or her Zoom name to match the name used on the Public Comment Registration Card. Simple step-by-step directions on how to change one's Zoom profile name can be found by clicking here.

1. From the Zoom Room click on the "Participants" icon at the bottom of the window (shown circled below).
2. A Participants window will appear. Click the "Rename" button (shown circled below).
3. Enter your new name in the "New Screen Name" field and be sure to have the "Remember my name for future meetings" checked.

- If there is a group who all wish to speak to the Board on the same topic, a single spokesperson must be selected. Members of the group will not be allowed to speak as individuals on the same topic at the same meeting. Groups with ten (10) or more members may qualify for a speaking time limit of ten (10) minutes to address the Board.
- The Board President may interrupt or terminate an individual's statement if it is too lengthy, personally directed, abusive, obscene, repetitive or irrelevant. The Board President may also deny an individual the opportunity to address the Board if the individual has previously addressed the Board on the same subject within the past two months. The Board Recording Secretary may interrupt or terminate public video/image access if the video/image is abusive, obscene, or deemed inappropriate in a school setting.
- Upon invitation from the Board President, please state your name, address, and group affiliation (when applicable) for the record and direct your comments to the Board. Please speak clearly into the microphone and make sure that the microphone is close to your mouth. All comments are recorded.
- Members of the public will have an opportunity to submit questions and commentary electronically via Zoom Chat in addition to the verbal public comment section.
- Any documents that would be available publicly in a public board meeting will be available electronically [either on the website or via Zoom].
- Return this completed "Request to Appear before the Board" Registration Card form to the Board Recording Secretary:  
[nicole.mezick@delmar.k12.de.us](mailto:nicole.mezick@delmar.k12.de.us)