

# REQUEST TO APPEAR BEFORE THE BOARD

## Remote Video/Audio Conferencing Board Meeting



### Public Comment Procedures

The Delmar School District Board appreciates your input and requests that you follow the procedures below:

- 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 (below) and submit to the Board Secretary one week prior to the start of the meeting.
- To request to make a public comment to the Board, complete the “Request to Appear before the Board” form (below) 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.
- 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.
- Return this completed form to the Board Recording Secretary: [nicole.mezick@delmar.k12.de.us](mailto:nicole.mezick@delmar.k12.de.us)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: Day: \_\_\_\_\_ Cell Evening: \_\_\_\_\_

Representing \_\_\_\_\_ (Name of Organization, if applicable; or Personal Name)

Specific Board Agenda Item that Your Comment Addresses: \_\_\_\_\_

Type of Presentation:  Formal Presentation: \_\_\_\_\_ (Title)

Business Item: \_\_\_\_\_ (example: Facility Use Request)

Public Comment: Topic: \_\_\_\_\_

Brief description of reason to appear before the Board:

\_\_\_\_\_  
\_\_\_\_\_

I have read and agree to the terms of the Public Comment Procedures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_