



Nazareth Area School District

Administrative Regulations: NASD Board Meeting Comment Process & Request Form

Starting **September 13, 2022**, members of the public attending the Board meetings, in-person or through Zoom, can register with the Board Secretary, to make a public comment, using a Google Form, prior to the start of the Board meeting held every 2nd and 4th Tuesday of the month. Registering with the Board Secretary using the Google Form enables the public to comment on agenda items at the start of the meeting and on non-agenda items at the end of the meeting during Brief Community Corner. ***As outlined in Policy 903 Public Participation in Board and Committee Meetings, members of the public may speak once for up to 5 minutes on agenda items and once for up to 5 minutes on non-agenda items during Brief Community Corner.*** The only exception is when a voting item is added to the agenda by Board Member action during the meeting. In this instance, public participants would have an additional 5 minutes to comment on the newly added agenda items. The Board President would notify the public participants when they may comment on the newly added agenda item(s), prior to Board vote on the item(s). Individual participants would then have 5 minutes to comment on the newly added agenda item(s) without having registered in advance using the Google form.

Below is an outline of the administrative process for public comment:

1. Members of the public complete the [NASD Board Meeting Comment Request Form](#) to register with the Board Secretary. Members of the public who complete the form in advance of the meeting may then comment on agenda items at the start of the meeting and/or make comments during Brief Community Corner based on their selection when completing the form.
2. A link to the Google Form will be found on the published Board Agenda and will remain open for registration from the time the Board agenda is released until the start of the Board Meeting. Both in-person participants and virtual (Zoom) participants may register using this form.
3. In-person participants may also register a half hour before the start time. Computers will be available outside the WLP Board Room for form completion.
4. The NASD Board Meeting Comment Request Form will close when the meeting starts.
5. As the meeting starts, the Board President, Superintendent, Assistant Superintendent, and Business Administrator (Board Secretary) will access the form registrations. These registrations will appear in the order of when the registration form was completed.
6. At the beginning of the Public Comment on Agenda Items section of the meeting, the Board President will announce the name of the first person to register to comment on agenda items. After that person completes their comment (in-person at the podium or over Zoom), the Board president will continue, in order, down the list of names of people who registered. When the last registered person has commented, that section of the Board agenda will be considered complete and no additional comments will be accepted from members of the public.
7. At the beginning of the Brief Community Corner section of the meeting, the Board President will announce the name of the first person to register for Brief Community Corner. After that person completes their comment (in-person at the podium or over Zoom), the Board president will continue down the list of names of people who registered to comment during Brief Community Corner. When the last registered person has commented, that section of the Board agenda will be considered complete and no additional comments will be accepted from members of the public.