



Request to Address the Board of School Directors

The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the district and the need to conduct its business in an orderly and efficient manner. In order to permit fair and orderly expression of such comment, the Board will provide a period for public participation and will formulate rules to govern such public participation in Board meetings.

Public participation shall be permitted as indicated on the order of business in the procedures of this Board near the beginning of each meeting and near the end of each meeting. The portion of the meeting during which participation of the public is invited, shall be managed by the President. **If you would like to address the Board of School Directors, please read the rules for public comment on this form and complete the following information:**

Name: _____

Address: _____
(Street, Town and Zip Code)

Municipality of Residence: _____
(Borough or Township)

Email Address: _____

Telephone: (____) _____



Brief description of reason to appear before the Board:

Submit completed form by mail, hand-deliver, or email to:

Matha Hoover, Board Secretary
Sto-Rox Jr./Sr. High School
1105 Valley Street, McKees Rocks, PA 15136

Email: mhoover@srsd.k12.pa.us
Phone: 412-771-3213, ext. 5236



For Office Use Only:

Meeting Date: _____ Date of Request: _____ Order of Recipient/No.: _____

Rules For Public Comment

Whenever issues identified by the participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with these policies and procedures. The Board requires that public participants be residents or taxpayers of this district or anyone representing a group in the community or school district; any representative of a firm eligible to bid on material or services solicited by the board; any employee of the district; or pupil of the district.

1. Individuals wishing to have their name and/or topic on the agenda must register their intent with the Board Secretary by 9:00 a.m. the day before the meeting.
2. In order to ensure that everyone who comes to speak to the Board has the opportunity to do so, comments will be limited to three (3) minutes. If there is a group who all wish to speak to the Board on the same topic, the group must appoint a spokesperson.
3. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation; if appropriate.
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.
5. The presiding officer may:
 - interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.
 - request any individual to leave the meeting when the person does not observe reasonable decorum.
 - request assistance of law enforcement officers to remove a disorderly person when their conduct interferes with the orderly progress of the meeting.



- call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.
- waive these rules with the approval of the board.
- respond directly to questions, refer questions to the appropriate person or have them answered in a timely manner.

6. When you address the board during the Public Comment section of the meeting, we will listen carefully to your statement. If a response is needed, we will ask that it be made in a timely fashion, by phone or in writing, if necessary. Finally, comments made at a board meeting are part of the public record.