



PROCESS FOR PUBLIC COMMENT AT CPA BOARD MEETINGS

1. The Public Comment session will start at 6:00 p.m. A maximum of 10 minutes will be allocated for public comment. Other Board business will begin promptly no later than 6:10 p.m.
2. Individuals who wish to address the board should sign-up in advance for public comment by e-mailing or calling the Board Chair. Individuals who do not sign up in advance for public comment will be granted time to speak at the board meeting only after all individuals who did sign up have spoken, assuming there is time remaining in the 10 minute public comment window. When signing up for public comment, individuals should indicate their name, address, phone number, e-mail and the subject they are addressing, noting whether this is related to an item on the board agenda, or a non-agenda related topic.
3. Individuals are asked to speak for the maximum of three (3) minutes only (or for a reduced time, as identified in #4 below). A timekeeping device will be used. Individuals commenting will not be allowed to question board members, and board members will not ask questions of the individuals commenting.
4. The order of in which speakers will be called is as follows: students, speakers speaking to an agenda-related item, then others in the order of names received, with preference given to those who have not spoken in the past three months. The per-speaker time allotment may be reduced from three minutes in order to allow as many speakers as possible to offer their comments within the 10 minutes allocated.
5. DO NOT include names, titles, or any other identifying information of Community of Peace Academy employees in your remarks for your own legal protection and to safeguard the legal rights of staff. Complaints or reports related to school employees should be made in writing and may identify employees by name, title, etc. and should be addressed to the Executive Director. In the case that the Executive Director is the subject of the complaint or report, the written communication should be directed to the Board Chair.
6. No inappropriate comments or behavior will be tolerated. Inappropriate behavior is defined as attempting to engage individual board members in conversation, insults, obscenities or profanity, attacks against any person in his/her personal capacity, and/or physical violence or threat thereof.
7. Individuals making public comment are asked to complete a Sign-In Sheet in order to provide a record of their concern/issue for the benefit of Administration. Individuals making public remarks are invited to provide a written copy of their comments to be shared with board members and administration.