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# Procedures for Public Comment

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In order to establish productive interaction between the board and community, the board has agreed to the following structure:

- A pre-session will begin 30 minutes prior to the meeting for the public to dialogue with a few board members and administration.
  - To comment during the “audience with the board” agenda item, the commentator will need to complete this form and turn it in to the Board President prior to that agenda item.
  - The board will listen and direct someone to get back with the commentator within a designated time frame.
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**Name:** \_\_\_\_\_

**Topic:** \_\_\_\_\_

**Brief Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## How would you like to be contacted with a reply?

Meeting with individual: \_\_\_\_\_

E-mail: \_\_\_\_\_ *(Please provide e-mail address)*

Phone: \_\_\_\_\_

Written Communication: \_\_\_\_\_ *(Please provide address)*

\_\_\_\_\_

\_\_\_\_\_

### **Board Use Only**

Referred to: \_\_\_\_\_

Expected response date: \_\_\_\_\_