

**LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES
PUBLIC PARTICIPATION SIGN-UP SHEET**

At all meetings of the Board (including special-called meetings or workshops), the Presiding Officer shall allot time to hear persons who desire to make Public Comment to the Board about posted open session agenda items. At each regular meeting of the Board, the Presiding Officer may, in addition to Public Comment, allot time for Citizen Participation in order for the Board to hear persons who desire to make comments on matters of concern or interest to the District that are not posted agenda items.

1. Any person wishing to address the Board through Public Comment or Citizen Participation (if allowed) during the period reserved for public participation at a Board meeting must fill out this Public Participation Sign-Up Sheet and turn it in to the Board's secretary prior to the start of the meeting, in accordance with District policy BED (Local).
2. Each person participating in either Public Comment or Citizen Participation (if allowed) will be limited to 3 minutes per meeting to make comments to the Board. However, when necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on non-agenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.
3. Any Non-English speaking individual who addresses the Board through a translator during Public Comment will be given twice the allotted amount of time to speak
4. Under the Texas Open Meetings Act, the Board is not permitted to discuss or act upon any issues that are not posted on the agenda for tonight's meeting. This means that Board Members are unable to deliberate, ask you questions, provide you with a response, or take any action related to your comments. If you speak on an item listed on tonight's agenda, the Board's deliberation of the issue will be deferred until the appropriate time during the meeting.
5. The Board has adopted complaint policies that are designed to secure, at the lowest possible administrative level, a prompt and equitable resolution of complaints and concerns. Each of these processes provides that, if a resolution cannot be achieved administratively, the person may appeal the administrative decision to the Board as a properly posted agenda item. For further information on those policies, please contact the Suzanne Kelbaugh in the Superintendent's office at 512-533-6020. If the subject of your comment involves a pending grievance, please continue to seek resolution through the grievance process and address the Board only at the appropriate stage of that process.
6. Under the Texas Open Meetings Act, the Board may exercise its authority to discuss certain subject matters in closed session, including matters involving individual District staff members and individual students. If your comment concerns one of these subjects, please address your concern through the complaint policies described above.
7. Finally, please be aware that rules of decorum will be enforced during the public comment period. Personal attacks, name-calling, and rude or slanderous remarks will not be tolerated. Each participant is legally responsible for the content and consequences of his or her own statements.
8. The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the Presiding Officer, any person continues to disrupt the meeting by his or her words or actions, the Presiding Officer may request assistance from law enforcement officials to have the person removed from the meeting and from the premises where the meeting is held.

Please fill in the information requested below if you wish to address the Board during the public participation period:

Name _____

Address _____

Telephone _____

Topic _____
