

## **Rules for Public Testimony and How to Sign Up to Address the Board**

The Board of Directors of Seattle Public Schools welcomes the public to the business meetings of the board and dedicates one hour of time at these meetings to hear from the public on agenda items and other issues of concern.

It is important for all community members to feel welcome and safe in the board's business meetings. Audience members will be expected to treat all attendees with respect and civility, just as Seattle Public Schools expects of students in our schools.



### **General Rules**

Each speaker will have up to three (3) minutes to speak at a regular board meeting. Speakers addressing agenda items will have preference if the list is full. For special board meetings, public testimony will only be taken on the scheduled agenda item(s).

The time limits must be observed so that 20 people will be able to speak during the hour allotted for public testimony. In order to provide opportunities to address the board, speakers are allowed only one 3-minute time per meeting. If you are not one of the first 20, you can ask to be added to the wait list.

If you want to cede (give) your time to someone else, you must attend the board meeting and announce this to the board in person when it is your turn to speak.

If you have handouts to give to the board, please bring 10 copies and given them to board staff ahead of the meeting. No one should approach the dais with handouts.

The Board does not take public comments on issues related to personnel or individually named staff at board meetings; speakers will be ruled out of order by the president. The president will also rule a speaker out of order for the use of name-calling, profanity, racial slurs and threats. Persons who attempt to disrupt the meeting will be asked to leave.

### **Ground Rules**

- One person is to speak at a time.
- Comments should be addressed to the Board
- Please adhere to the time limit on testimony.
- The focus of comments should be on issues and solutions.
- No racial slurs, personal insults, ridicule, or threats will be allowed.
- All signs brought to meetings are subject to these ground rules.

### **How to sign up for public testimony**

#### **Board Meetings:**

The order of public testimony will be determined as follows: agenda Action Items, agenda Introduction Items, and then items of general interest. The order of agenda items will be alternated between those speaking in favor of a topic and those against the same topic.

The board agenda is posted by close of business the Friday before board meetings. The School Board Office will take sign-ups for the public testimony list starting at 8:00am on the Monday before regular board meetings and continue until 12:00 noon Tuesday before the meeting. The final list of public testimony will be posted on the board agenda web page: [www.seattleschools.org/area/board/agenda.htm](http://www.seattleschools.org/area/board/agenda.htm) by 5:00pm, the day before the regular board meeting.

Members of the public can either call or email the board office: (206) 252-0040 or via e-mail [boardagenda@seattleschools.org](mailto:boardagenda@seattleschools.org) and provide the following information:

- Name
- Telephone number
- Postal mailing and/or e-mail address
- Topic they would like to address

In this way, the district will have contact information in order to respond. (Since Seattle Public Schools is a public agency, this information will fall into the public domain.)

#### **Public Hearings:**

Public testimony is limited to 3 minutes per speaker, and should focus on the Hearing topic. To request a speaking slot, please call (206) 252-0042 or email [hearing@seattleschools.org](mailto:hearing@seattleschools.org)

Sign-ups via phone or email will be accepted until 12:00 noon on the day of the hearing.

### **Other ways to contact the Board:**

Seattle Public Schools Board of Directors  
PO Box 34165, MS 11-010 Seattle WA 98124-1165  
[schoolboard@seattleschools.org](mailto:schoolboard@seattleschools.org)  
Phone: (206) 252-0040  
Fax: (206) 252-0101