



# Ambassadors Preparatory Academy

5001 Avenue U ~ Galveston, Texas ~ 77551

Office: 409.762.1115 Fax: 409.762.1114

[www.apagalv.org](http://www.apagalv.org)

## Registering to Speak at the Regular APA FOCUS Board Meeting

The Board of Education welcomes citizens to come forward at the monthly Regular Board Meeting and speak on subjects related to the school district. Speakers can address the Board on: (a) agenda items that the Board will vote on (“agenda speakers”); or (b) subjects that are not on the official meeting agenda (“Hearing of Citizens”). Citizens must register in advance using this form and return it **fully completed**.

### Registration Deadlines

- Agenda Item Speakers: this form must be completed before the Regular Board Meeting.  
\_\_\_\_\_ I am registering to speak to Agenda Item # \_\_\_\_\_.
- Hearing of Citizens: this form must be completed before the Regular Board Meeting.  
\_\_\_\_\_ I am registering to speak on a general topic of concern to me.

Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Subject (school, policy, or agenda item): \_\_\_\_\_

This subject is (*circle one*):                      **Compliment**                      **Concern**

Brief explanation (*required*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ I have materials to hand out, a copy of which is attached.
- \_\_\_\_\_ I will need translation services.
- \_\_\_\_\_ I am an individual with a disability requesting handicap access.
- \_\_\_\_\_ I do not wish to receive a follow-up response from Ambassadors Preparatory Academy.

If speaking during Hearing of Citizens, please list who you have discussed this matter with previously:  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I have received, read, and understand the guidelines pertaining to the Hearing of Citizens and agenda speakers (*reverse side*).

\_\_\_\_\_  
*Signature*                                              *Printed Name*                                              *Date*



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## **Citizen Participation in the Regular APA FOCUS Board Meeting**

Regular Board Meetings take place on the second Thursday of each month (except in July when no board meetings are held) and begin at 5:30 PM. Please read the following guidelines carefully and contact the Ambassadors Preparatory Academy front office with any questions at (409) 762-1115.

### **Guidelines for Speaking to an Agenda Item:**

- Speakers to an agenda item address the Board of Education on items that the Board will vote on during the Regular Board Meeting.
- DEADLINE: Speakers to agenda items must register prior to the Regular Board Meeting.
- Speakers are limited to three minutes each.
- Speakers must be present at the time their name is called.
- Copies of handout materials must be provided to Ambassadors Preparatory Academy with the completed registration form.
- Distribution of materials during board meetings is not permitted.

### **Guidelines for Participating in the Hearing of Citizens:**

- Speakers on subjects that are not on the official meeting agenda speak during the “Hearing of Citizens” portion of the board meeting.
- DEADLINE: Speakers for the Hearing of Citizens must register before the Regular Board Meeting.
- Speakers are limited to three minutes each.
- Speakers who have registered are called by the Board President when it is their turn to speak.
- Speakers must be present at the time their name is called.
- Copies of handout materials must be provided to Ambassadors Preparatory Academy with the completed registration form.
- Distribution of materials during board meetings is not permitted.

*Thank you for your cooperation in following the above Guidelines.*