

Sublette County School District #1

**BOARD OF TRUSTEES MEETING
VISITOR GUIDELINES**

Welcome to the Sublette County School District #1 Board of Trustees meeting and thank you for your interest in our school district. The following guidelines are designed to help visitors understand the policies and procedures that govern school board meetings and identify the appropriate time to make comments, ask questions, or express concerns. In order to facilitate an effective meeting, we ask that all visitors who wish to make comments review the following guidelines prior to addressing the Board. Thank you.

If You Wish to Address the Board During the Public Comment Section: The Open Meetings Law and SCSD #1 Board Policy provides the members of the public and District employees an opportunity to address the Board of Education during each regular and special open meeting during the appropriate time as indicated on the agenda and when recognized by the Board President.

1. Please identify yourself prior to speaking. Please be as brief and concise as possible. We ask each speaker to limit his/her comments to less than five (5) minutes.
2. The Board of Education supports the faculty, staff, and administration in their efforts to resolve issues relating to the District. Issues shall be channeled through the appropriate authority prior to being heard by the Board. Please refer to the district organizational chart for the appropriate chain of command.
3. Any comments pertaining to personnel employed by the Board or matters related to individual students must be addressed in executive session. If you feel this is necessary, please refer to the guidelines for being placed on the agenda.
4. Please be aware that the board may hear comments relating to issues not listed on the published agenda, however they are prohibited from taking action on such items.
5. The Board of Trustees is committed to a sound decision-making process. Individuals or groups who wish a reply, discussion, data or study of a subject should ask to be placed on the agenda. This allows the board and school personnel to adequately prepare for each issue.
6. Board of Trustees members, as individuals, have no authority over school affairs, and as such, we request that visitors direct comments to the Board as a whole rather than individual Board members.

If You Wish to Address the Board Regarding an Item on the Agenda:

1. Please complete the Public Participation Form and give it to the recording secretary.
2. Any comments pertaining to personnel employed by the Board or matters related to individual students must be addressed in closed session. If this is necessary, please note this on the Public Participation Form.
3. Any person wishing to be placed on the agenda for a regular meeting should notify the Superintendent in writing at least seven (7) business days prior to the regular board meeting.
4. Board of Education members, as individuals, have no authority over school affairs, and as such, we request that visitors direct comments to the Board as a whole rather than individual Board members.

If You Wish to be Placed on the Agenda for a School Board Meeting:

1. Individuals or groups who wish to be placed on the agenda must submit their request in writing to the Superintendent by 4:00 p.m. at least seven (7) business days prior to the Board of Education meeting. The request must state the purpose and the topic to be presented.