

## WELCOME

The Hortonville Area School District Board of Education appreciates your attendance at this meeting and encourages your involvement in public education. This page is provided to help answer questions you may have and to guide you in your communications with Board members.

## ROLE OF THE SCHOOL BOARD

The School Board consists of seven citizens who are elected at large for three-year terms. They are responsible to the voters and act under the directions and restrictions of State law. They serve with pay. Board members have no power to act individually in the name of the Board. Action can be taken only when the Board is meeting in regular session with a majority of its members present. **Roberts Rule of Order** is the parliamentary authority of procedure.

## SPEAKING AT MEETINGS

Copies of the Board agenda are available in the District Administrative Office, on the district webpage ([www.hasd.org](http://www.hasd.org)) the Friday before the meeting and at the Board meeting.

The following rules shall be followed by members of the public who want to address the Board of Education. Members of the public who refuse to conform with the rules despite being cautioned to do so by the Board may be asked to stop speaking and/or leave the meeting. ***(Please note, no action can or will be taken following public comment. If further discussion or a motion is needed, the District Administrator and/or a Board member may make a request to have a discussion item or motion placed on the agenda for a future Board meeting.)***

1. Fill out the request form and hand into the Board President prior to the starting of the Board meeting. (Board meetings begin at 7:00 PM)
2. No person shall address the Board until the President has recognized them to speak.
3. Each speaker must identify themselves.
4. Each speaker should state the reason for addressing the Board.
5. The Board will establish a time limit for all speakers. The established time limit shall not be less than three minutes or more than five minutes per speaker. The Board may grant the speaker additional time based on the circumstances at-hand (such as representation by the speaker of a larger group or the speaker's topic)
6. Public comments shall relate to an item on the agenda, or an item related to the business of the Board.
7. Speakers shall refrain from repeating their own comments or comments of others. The Board may limit or end the speaker's time if the speaker is excessively repetitive.
8. No person shall engage in disruptive, discourteous, belligerent, impertinent, threatening, disparaging, or otherwise uncivil behavior. The Board may limit or end the comments of any person who engages in this conduct.
9. Members of the public shall refrain from interrupting the designated speaker. The Board may interrupt a speaker at any time to enforce the rules.

**SPEAKING AT BOARD MEETING**

Date: \_\_\_\_\_

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

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

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

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

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

***Please return this completed form to the Board President  
prior to the beginning of the Board meeting.***

*(Board meetings begin at 7:00 PM)*