

**Limit on
Participation**

If a District resident, employee, vendor, or potential vendor wishes to formally communicate with the Board for a purpose other than appeal of a complaint [see DGBA, FNG, or GF], the individual may:

1. Send a letter with the information to be shared with the President of the Board at the District central office, 7200 Spring-Cypress Road, Klein, TX 77379;
2. Make an oral or written presentation to the Board at a meeting on any topic that is listed on the agenda; or
3. Sign up to make comments on either agenda or nonagenda topics as described below.

Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

Public Comment

On Agenda Items

At meetings, the Board shall hear individuals who desire to make comments to the Board on agenda items. Individuals who wish to participate in this portion of the meeting shall sign up by completing the appropriate form on the District website, in person, or by sending an e-mail with this form as an attachment to the e-mail address listed on the form which must be received no later than 10:30 a.m. on the day of the meeting.

On Nonagenda
Items

At regular meetings, the Board shall allot approximately 20 minutes to hear individuals who desire to make comments to the Board on items not on the agenda. Persons who wish to participate in this portion of the meeting shall sign up by completing the appropriate form on the District website, in person, or by sending an e-mail with this form as an attachment to the e-mail address listed on the form which must be received no later than 10:30 a.m. on the day of the meeting.

Limitations on
Comments

No individual shall be allotted more than five minutes total in any meeting (including public comment on agenda and non-agenda items), and an individual's time may be further limited in the sole discretion of the Board President in the interest of time and efficiency or extended by a majority vote of the Board. Individuals shall not mention any employee by name or position or include any personally identifiable references in their comments.

Board's Response

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting. The Board may consider a proposal to place the subject of a public comment on the agenda

of a subsequent meeting, in which case it may be discussed by the Board at the subsequent meeting.

Complaints and Concerns

The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution:

- Employee complaints: DGBA
- Student or parent complaints: FNG
- Public complaints: GF

Disruption

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 individual 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 individual removed from the meeting.