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## Open Forum Audience Comments

Board Meeting

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Street Number and Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

School or Organization Represented: \_\_\_\_\_

Subject to be Addressed: \_\_\_\_\_

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## Open Forum Protocol

1. When called to speak by the Board President, please stand up and identify yourself and the topic you are talking about.
  2. Limit your remarks to no longer than three minutes.
  3. Persons representing a group of three or more who are speaking on the same topic need to appoint a spokesperson to present their group's views. Please list other members of your group: \_\_\_\_\_
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For Office Use Only:

Date and Time Received: \_\_\_\_\_

Registration Number: \_\_\_\_\_

## Open Forum: Audience Comments

This form must be completed and returned to the Office of the Executive Director not later than the third ESC business day prior to the Board meeting at which you wish to speak. Please be advised that the Open Forum portion of the Board meeting is limited to a total of 30 minutes. Registration forms are accepted on a "first-come, first-serve" basis. Citizens not having the opportunity to speak because of time or registration number constraints may request to be heard at the next month's regular Board meeting, and their forms shall be prioritized before subsequently received forms for that meeting.

No speaker during the Open Forum is permitted more than three minutes to present their comments. Delegations of more than three persons must appoint one person to present their views before the Board.

Individuals presenting complaints to the Board must first attempt to resolve matters through administrative levels.

The speaker may not comment on any individual employee by name or position.

## What Is the Purpose of Open Forum?

The Open Forum is a routine part of the \_\_\_\_\_ Education Service Center Board's agenda. Those attending the Board meeting should keep in mind that it is a business meeting held in public, not a public meeting. The Open Forum segment of the meeting provides citizens with an opportunity to share their views with the \_\_\_\_\_ Education Service Center Board. It is not intended to be either an extended discussion or a debate. Usually, Board members simply listen although they may ask questions for clarification. The Board will not entertain Open Forum complaints against ESC officers or employees. If such complaints are the subject of your Open Forum topic, you are directed to attempt to resolve the complaint informally or to file a formal complaint under ESC Board policy EF(LOCAL). (See *Fairchild v. Liberty Indep. Sch. Dist.*, 597 F.3d 747, 760 (5th Cir. 2010)). A copy of the complaint policy and the complaint forms may be accessed through the Office of the Executive Director.

It is a criminal offense for a person, with intent to prevent or disrupt a lawful meeting, to substantially obstruct or interfere with the ordinary conduct of a meeting by physical action or verbal utterance and thereby curtail the exercise of others' First Amendment rights. *Penal Code 42.05; Morehead v. State*, 807 S.W. 2d 577 (Tex. Cr. App. 1991)