## Policy and Procedures Manual Colusa County Board of Education Operating Procedures

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## COLUSA COUNTY BOARD OF EDUCATION REQUEST TO ADDRESS THE BOARD ON AN ITEM

☐ Item <b>Not On</b> the Agenda ☐ Item <b>On</b> the Agenda
Individual presentations are limited to three minutes. The maximum total time for all audience presentations on the same subject is twenty (20) minutes. Proponents of the same subject should determine their principal speakers in advance so they may be accorded first consideration in using their time. If the speakers cannot determine among themselves who will use their share of the time, an alternate method may be utilized by the Board.
At the beginning of the Public Input item of the agenda, the Board President will call for requests from the audience to speak first to any item listed on the agenda, and second to any item not on the agenda. When called upon, the individual wishing to speak should stand and speak from the floor, stating his or her name, and the name of the group or organization that is represented, if any.
Check One:
☐ Authorized to speak for the following organization:  Name of Organization
☐ Speaking only as a member of the following organization:  Name of Organization
☐ Speaking as a private citizen of Colusa County.
□ Other:
Agenda item or subject to be addressed:
Person Addressing the Board
Name: Phone Number:
Address:
Signature:Date:
Please return to the Secretary of the Board (County Superintendent of Schools)

**Adopted:** April 15, 2009