

## **Governing Board Meeting Guidelines**

### **ADDRESSING THE GOVERNING BOARD**

The International Charter School of Atlanta welcomes and encourages citizens to be involved and attend its meetings. Time is set aside at each of its regularly-scheduled monthly meetings to allow parents, businesses or organizations, or school employees to address the Board.

The Public Comment period is designed to gain input from the public and not for immediate responses by the Board to the public comments presented. While the Board cannot assure each speaker of a specific or individualized response, the Board will consider the public comments and any supporting materials provided by speakers.

The Public Comment period will end after 30 minutes, with each speaker having 3 minutes allotted to him/her.

### **REGISTERING TO ADDRESS THE BOARD**

Up to ten (10) speakers per meeting may address the Board. Those wishing to speak must place their names on a sign-up sheet at the meeting site prior to the start of the meeting, between 6:30 and 7:00 p.m.

Speakers will not be denied the opportunity to speak on the basis of their viewpoint; however, the public is encouraged to first seek resolution with the administration through the appropriate staff member or supervisor closest to the issue. For example, if it is a student matter, the first point of contact is usually the teacher. If the matter has been addressed by the appropriate staff, such as the teacher and the Executive Director and/or Director, and the parent feels that additional attention is warranted, the next point of contact is the Governing Board.

Before presenting issues or concerns to the Board through public comment, speakers should be aware of the following guidelines.

### **PROCEDURES FOR ADDRESSING THE BOARD**

To ensure orderly pursuit of business and to provide opportunities for input, ICSAtlanta has provided the following rules and guidelines.

- Speakers must have registered on the sign-in sheet made available at the meeting location before the meeting begins.
- Speakers should begin their comments by stating their name, connection, or interest in ICSAtlanta, and if so authorized, the organization they represent.
- Speakers should be courteous, modeling for our students how one can respectfully disagree with others' views.
- Speakers should address their comments to the entire Board and not to one individual Board member, nor to the Board Chair, to a staff member, nor to the audience.
- Speakers should not engage in personal attacks.
- Speakers will be heard in the order in which they signed up.

- Speakers will have three minutes each and must stop speaking promptly when signaled.
- All comments should address a matter related to ICSAtlanta.
- Individuals may split a time slot between multiple speakers only if all such speakers have signed up to speak and are announced at the beginning of the remarks.
- An organization may sign up to speak by designating a spokesperson and one alternate who may speak only if the primary spokesperson is unable to attend.