

# PROTOCOL

## Addressing the Kenai Peninsula Borough School District Board of Education

There are four opportunities during a Board Meeting when any citizen may address the Board of Education on subjects relating to education.

1. Public Presentations (non-agenda items)
2. Hearing of Delegations
3. Public Comments on Action Items
4. Public Presentations (any topic)

Requests to address the Board as a spokesperson for a delegation must be submitted to the superintendent before noon on the Tuesday prior to the meeting to be included on the agenda.

Except for spokespersons of delegations, persons addressing the Board will be allowed 3 minutes.

Meetings are digitally recorded. Please step up to the lectern, identify yourself and give your address. If you represent an organization, name it.

Defamatory, abusive, or remarks that attack the character of anyone are out of order. The presiding officer may end the speaker's time if remarks persist.

Persons in the audience should not interrupt the comment period of any other speaker.

While members of the public may speak with the Board on items of their choice, the Board will not hear comments directed against any student or employee of the school system, including comments made through inference or implication, while in public session. The Board encourages citizens to resolve such issues through informal discussions with the individual or school.

Please refrain from sharing information which could cause embarrassment later.

If more than one person wishes to speak on the same topic, it is suggested that subsequent speakers provide only new information.

Applause is appropriate after the following:

- presentation of an award
- performance by a student or students
- report on a school

The Board meets at 6:00 p.m. usually on the first Monday of each month in the Borough Administration Building, 148 N. Binkley Street, Soldotna, AK.