Sample Public Comment Handout for School Community
The following is a handout that the Council can distribute before and/or during Council meetings with a public comment period. Feel free to adjust this document for your specific school.

Thank you for joining us. The Council welcomes and encourages members of the school community to attend its meetings to remain abreast of the Council’s work and to provide input on the Council’s decisions. The Council reserves time to allow members of the school community to provide public comments, subject to the following procedures:

- Individuals who wish to speak should place their names on the sign-up sheet at the meeting site.
- The window for public comments will end after <Insert Time Window>, or when all speakers who signed up to speak have been heard, whichever occurs first.
- Speakers will be heard in the order in which they signed up.
- Speakers should begin by stating their name and connection or interest in the school.
- Each speaker will have <Insert Time Window> minutes to speak.
- We will <Insert Signal> when your time is up. (Possible signals include a raised hand, a sign, colored cards, etc. Consider providing speakers with a one-minute warning.)
- Speakers may not address confidential student or personnel matters.
- Speakers will not be denied the opportunity to speak based on their viewpoint.
- Speakers should be courteous and professional. The Council chair may terminate comments that are profane, vulgar, or defamatory.
- Speakers are encouraged to provide the Council with a written copy of their comments and other appropriate supporting documentation.

Please remember that the public comment period is designed to gain input from the public, not for immediate responses by the Council.