



OFFICE OF HISD BOARD SERVICES
Houston Independent School District

Citizen Participation in the Regular Board Meeting*

Regular Board Meetings take place on the second Thursday of each month (except in July when no board meetings are held) and begin at 5:00 p.m. Please read the following guidelines carefully and contact the Board Services office with any questions (713-556-6121).

Guidelines for Participating in the Hearing of Citizens:

- Speakers on subjects that are not on the official meeting agenda speak during the “Hearing of Citizens” portion of the board meeting, held after all agenda items have been considered.
- DEADLINE: Speakers for the Hearing of Citizens must register by 4:30 p.m. the day before the Regular Board Meeting.
- Speakers are limited to three minutes each.
- Per Board policy, the maximum time allowed for comments pertaining to a specific subject is thirty minutes. Should many people register to speak on the same subject, their time may be reduced from three minutes. Preference is given to speakers who have not appeared before the board within the previous 30 days and/or those who wish to present a matter not previously scheduled for a meeting.
- Speakers who have registered are called by name to the podium when it is their turn to speak.
- Speakers must be present at the time their name is called.
- Copies of handout materials must be provided to Board Services with the completed registration form.
- Distribution of materials during board meetings is not permitted.

Thank you for your cooperation in following the above Guidelines