



Registering to Speak at a Meeting of the Board of Education

People are welcome to speak at board meetings regarding items on the meeting agenda. In addition, at regular board meetings, during the Hearing of the Community, speakers can address the board about district-related subjects that are not on the meeting agenda.

To comply with state and local requirements during the COVID-19 health emergency, and to protect the health of our community, board meetings are being conducted on line.

The procedures have changed. Type your comments into the appropriate text box below, and your comments will be read aloud during the meeting exactly as you have typed them. Please refrain from naming individuals, especially students, as they are protected under the Family Education Rights and Privacy Act. Abusive statements or threats of confrontation are not permitted. Any comments in violation of these guidelines will not be read. **NOTE:** Two minutes is approximately 300 words.

Speakers must register in advance. If using this form, email it fully completed to the Office of Board Services (BoardServices@houstonisd.org) by 9:30 a.m. the day of the selected meeting.

Meeting Date _____ Agenda Review Regular Meeting Special Meeting

Your name _____

Your organization _____

Do you have materials to hand out? (Y/N) _____ Copies must be emailed to Board Services by 9:30 a.m. the day of the meeting.

Your email: _____ Email: BoardServices@houstonisd.org

Daytime phone: _____

Do you need translation services? (Y/N) _____

Do you wish to receive a follow-up response from HISD administration? (Y/N) _____

Speakers to Agenda Items (Any Board Meeting)

Item number(s) and name(s) with your comments (up to 300 words):

Hearing of the Community (During Regular Meetings Only)

Comments (up to 300 words):

Please list who you have discussed this matter with previously.

I certify that I have read and understand the following guidelines.

Name Date

Please read the following guidelines carefully and contact the Board Services office with any questions.

Agenda Speakers (Any Board Meeting)

- To comply with state and local requirements during the COVID-19 Public Health Emergency, and to protect the health of our community, board meetings are being conducted on line.
- Speakers must register after the meeting notice has been posted and before 9:30 a.m. the day of the meeting.
- Speakers to agenda items must address the Board of Education regarding the agenda item(s) for which they sign up.
- TIME LIMIT: Per board policy BED(LOCAL), speakers to agenda items are limited to up to two minutes, regardless of the number of items for which they have registered. **NOTE:** Two minutes is

approximately 300 words. This limit also applies to people who register for both agenda speaker and Hearing of the Community.

- Speakers shall be selected in the order in which they registered, except that preference shall be given to students and to speakers who have not appeared before the board in the past 30 days.
- Materials to be handed out (if you have any) must be emailed to Board Services (BoardServices@houstonisd.org) before 9:30 a.m. the day before the meeting.

Hearing of the Community (During Regular Meetings Only)

- **To comply with state and local requirements during the COVID-19 Public Health Emergency, and to protect the health of our community, board meetings are being conducted on line.**
- Speakers for the Hearing of the Community must register after the meeting notice has been posted and before 9:30 a.m. the day of the meeting.
- Per board policy BED(LOCAL), speakers are limited to up to two minutes. **NOTE:** Two minutes is approximately 300 words. This limit also applies to people who register for both agenda speaker and Hearing of the Community.
- Materials to be handed out (if you have any) must be emailed to Board Services (BoardServices@houstonisd.org) before 9:30 a.m. the day before the meeting.