



## 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.

Speakers must register in advance. If using this form, email it fully completed to the Office of Board Services ([BoardServices@HoustonISD.org](mailto:BoardServices@HoustonISD.org)). Registration for speakers closes at **12:00 p.m. (noon) the day before the meeting.**

\_\_\_\_\_ I will appear in person \_\_\_\_\_ I will appear on live video via Zoom

Meeting Date \_\_\_\_\_ Agenda Review  Regular Meeting  Special Meeting

Your name \_\_\_\_\_

Your organization \_\_\_\_\_

Are you a: Parent  Student  Constituent  Other

Do you have materials to hand out? (Y/N) \_\_\_\_\_ Copies must be provided to Board Services by **12:00 p.m. (noon) the day before the meeting.**  
Email: [BoardServices@houstonisd.org](mailto:BoardServices@houstonisd.org)

Your email: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Do you need translation services? (Y/N) \_\_\_\_\_

Speakers who need translation must have contacted [Translations@HoustonISD.org](mailto:Translations@HoustonISD.org) or called 713-556-6380 no later than 48 hours before the meeting, and must have provided a written copy of their comments no later than 48 hours before the meeting to provide time for translation. NOTE: A one- to two-minute time limit for comments is equal to approximately 125–250 words.

### **If appearing in person:**

Based on current local COVID-19 guidance, the wearing of face masks in district facilities is optional. The district will continue to limit access to its board auditorium to allow for appropriate social distancing. Entry will be permitted on a first-come basis. Doors will open to the public 15 minutes before a scheduled public meeting.

Do you need disability services? (Y/N) \_\_\_\_\_

If yes, what is the nature of your disability and services needed? \_\_\_\_\_

\_\_\_\_\_

**If appearing on live video via Zoom:**

Zoom account name: \_\_\_\_\_

The Zoom account name **must be the same name as the one under which you register to speak**. A student speaker must have a Zoom account with their name preceded by the word STUDENT (example: Student John Doe) so that they may be readily identified as a student and be given priority to speak.

You will receive a confirmation email with a Zoom link to enter the meeting.

**Speaker to Agenda Items (any board meeting)**

Item number(s) and title(s): \_

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**Hearing of the Community (during regular monthly meetings only)**

Brief explanation of topic:

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Please list who in HISD you have discussed this matter with previously.

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

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Name

Date

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

### Speaker Guidelines

- The deadline for speaker registration and submission of supporting materials is **noon the day before the posted meeting.**
- 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.
- Speakers must be present at the time their name is called.
- Speakers to agenda items must address the Board of Education regarding the agenda item(s) for which they sign up.
- 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.
- Distribution of materials during board meetings is not permitted.
- TIME LIMIT: Per board policy BED(LOCAL), speakers are limited to a maximum of two minutes each, regardless of the number of items for which they have registered to speak. If there is a large number of speakers, time may be limited to one minute each.