



Registering to Speak at a Meeting of the School Board

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). 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 _____ Work Session 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

Your email: _____ Daytime phone: _____

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

Speakers who need translation must have contacted 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:

Seating in the board auditorium is available on a first come, first served basis. Doors will open to the public 30 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.**

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): _

Hearing of the Community (during regular monthly meetings only)

Brief explanation of topic:

Please list who in HISD 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.

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 School Board 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.
- Verbal and other disruptions by persons during the school board meetings are not acceptable as they inhibit the board's ability to conduct business and the public's ability to observe those processes. Persons who participate in such behavior will be given one warning and if the behavior is repeated, they will be asked to leave the meeting.
- 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 are more than 30 speakers, time may be limited to one minute each.