

**OPEN FORUM REQUEST**

The board of education encourages the public and district staff to share their suggestions and concerns and welcomes questions about district policy during Open Forum. To foster civility and promote constructive dialogue, speakers and the audience are asked to recognize the following procedures and guidelines. The board will refer items in need of action, research and/or recommendation(s) to the superintendent. These concerns will be addressed in a timely manner.

PROCEDURES

- 1. Each Open Forum participant must list on a sign-up sheet his/her name, address, phone number and topic on which he/she wishes to speak.
- 2. Speaker's remarks are limited to five minutes.
- 3. Each speaker may present more than once, but only after everyone else has had an opportunity to speak.
- 4. Groups should designate one spokesperson to represent them during Open Forum.
- 5. Open Forum is limited to 30 minutes but may be extended for a specific period of time by a vote of the board of education.

GUIDELINES

- 1. Issues that affect an individual or particular school should first be addressed at the building level so staff has the opportunity to address issues that affect them directly.
- 2. Speakers should focus on their main points and not be repetitive.
- 3. Personnel matters or complaints that directly or indirectly identify an employee shall not be discussed. Such complaints shall be filed in accordance with District Code: KL—Public Complaints.
- 4. To maintain a civil dialogue, threats and intimidation are not allowed.
- 5. The chairman of the board has the option to stop any speaker and to edit anything that is intimidating or offensive or that deals with a personnel matter.

**I have read and agree to follow the above procedures.**

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

Name	Address	Phone	Topic

**Turn form in to Board Clerk.**

Reviewed 02/22/16

Rapid City Area School District 51-4, Rapid City, SD