

# Call to the Public Form

## Congress Elementary School District #17

Speakers who wish to address the Congress Elementary School District Governing Board during the Call to the Public, are hereby requested to complete the following information and submit this form to the Superintendent or Board President at least **five (5) minutes prior** to the scheduled start time of the meeting. Please note that all speakers requesting to address the Congress Elementary School District Governing Board during the Call to the Public are bound by the Congress Elementary School District Call to the Public Procedures/Guidelines as outlined below.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Topic(s): \_\_\_\_\_

### **Congress Elementary School District** **Call to the Public Procedures/Guidelines:**

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#### **Public Comments:**

- The Governing Board requests that all speakers complete the Call to the Public form.
- The Governing Board requests that all speakers state their name.
- Speaker comments shall be limited to items within the jurisdiction of the Governing Board.
- The Governing Board requests that all speakers be as brief as the subject permits.
- When possible, the Governing Board requests speakers avoid repeating what a previous speaker stated or addressed.
- The time of public presentations shall be limited to three (3) minutes per speaker.
- Speakers may not cede their three (3) minutes to another speaker.
- The Call to the Public will be limited to no more than one (1) hour of comments.
- Speakers addressing the Governing Board during the Call to the Public will be scheduled on a first come first serve basis.
- Speakers are expected to maintain a tone of civility, decorum, and good conduct while making comments during the Call to the Public.

#### **Board Comments:**

Members of the Board shall not discuss or take legal action on matters raised during a Call to the Public unless the matters are properly noticed pursuant to A.R.S. § 38-431.02.

**CONTENTS OF THIS FORM ARE PUBLIC INFORMATION AND WILL BE RETAINED BY  
THE SCHOOL DISTRICT**