



Guidelines for School Committee Public Speak Outs

- Speakers must sign-up to speak, a minimum of 48 hours in advance of the scheduled School Committee meeting, by contacting the Secretary to the School Committee Office at 787-7100 ext. 55191 and must provide their name, address, and a description of the topic about which they want to speak.
- After a speaker is registered, the Secretary to the School Committee will email or mail to a copy of the Guidelines for School Committee Public Speak Outs to the registered speaker.
- Speak Outs are scheduled to begin at 6:00 PM and all speakers should arrive by that time.
- At each scheduled Speak Out, registered speakers will be invited by the Chair of the School Committee (Chair) to address the School Committee.
- Speakers will address all remarks through the Chair. Speakers may not engage in questioning of the School Committee during their speaking time.
- Speakers are required to first state their name and residential address.
- Speakers will be allowed a maximum of 3 minutes to speak and, depending on the number of people signed up, this time may be adjusted by the Chair.
- Written comments longer than three minutes may be presented to the School Committee before or after the meeting for the School Committee's review and consideration, consistent with the Open Meeting Law.
- Speakers may offer objective criticisms and concerns regarding the school and school department operations and programs, policies, and procedures.
- Speakers may not identify students or staff by name, title, description, or any other means.
- The School Committee will not hear personal complaints of school personnel or against any member of the school community. Discussion of individual personnel issues are prohibited. Any attempt to do so will be immediately ruled out of order by the Chair and the speaker will not be allowed to continue.
- Defamatory or abusive remarks will not be tolerated. Any attempt to do so will be immediately ruled out of order by the Chair. If a speaker persists in improper conduct or remarks, the Chair may terminate the speaker's privilege of addressing the Committee and the speaker will not be allowed to continue.
- All Speak Outs are held at City Hall in room 220. Due to COVID-19 public participation will be via Zoom until further notice. Speakers who have signed up at least 48 hours in advance will be provided a Zoom link prior to the meeting.