

EXHIBIT A

AUDIENCE PARTICIPATION SIGN-UP SHEET

Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins. The individual shall indicate the agenda item or topic on which they wish to address to the Board. An individual's comments to the Board, in accordance with District policy BED (LOCAL), shall not exceed the following time limits:

3 minutes when less than 9 individuals wish to address the Board;

2 minutes when 10-14 individuals wish to address the Board; and

1 minute when more than 15 individuals wish to address the Board.

An individual who wishes to address multiple agenda items may be given 1 additional minute to address the Board.

1. Specific personnel or students may not be discussed.
2. This comment period is not intended for the presentation of complaints. The Board will only consider complaints that remain unresolved after they have been addressed through proper administrative channels and the complaint/grievance process outlined in policy. For further information on those requirements, contact the Comfort Independent School District Superintendent.

Please fill in the information requested below if you wish to address the Board during the public comment period:
(please print)

Name _____

Address _____

City/Zip Code _____

Telephone _____ Date _____

Will you be accompanied by a translator?

- ☐ Yes (if known, please provide the name of the translator: _____)
- ☐ No

Does the topic or topics on which you wish to address the Board appear on the current agenda?

- ☐ Yes
- ☐ No

If yes, please indicate the topic or topics on the agenda about which you wish to address the Board:

If no, please list any topic on which you would like to comment that are not on the agenda for the meeting:

EXHIBIT B

RULES FOR AUDIENCE PARTICIPATION

The following statement may be read by the Board President prior to the audience participation portion of the Board meeting:

“Welcome to this meeting of the Comfort Independent School District. The Board is always pleased to have citizens attend its meetings.

Public comment at regular Board meetings will be conducted in accordance with BED(LOCAL) and the Board’s procedures on public comment. At meetings other than regular Board meetings, public comments are limited to only items on the posted meeting notice.

Rules of order and decorum will be enforced during the public comment period to ensure efficient meetings. Unlawful or disruptive conduct, including interrupting scheduled speakers, speaking out of turn, or interfering with the rights of others, will not be tolerated. Each participant is legally responsible for the content and consequences of his or her own statements. At all other times during the Board meeting, the audience is not permitted to enter discussion or debate on matters being considered by the Board.

The Board will not tolerate disruption of this meeting by members of the audience. If, after at least one warning from the President, any person continues to disrupt the meeting by his or her words or actions, the Board President may request assistance from law enforcement officials to have the person removed from the meeting.

Individuals must sign up in advance of the Board meeting and indicate the topic about which they wish to speak. Signup will open at one week prior to the meeting date and close at 5:45 PM on day of meeting. An individual’s comments to the Board, in accordance with District policy BED (LOCAL), shall not exceed the following time limits:

3 minutes when less than 9 individuals wish to address the Board;

2 minutes when 10-14 individuals wish to address the Board; and

1 minute when more than 15 individuals wish to address the Board.

An individual who wishes to address multiple agenda items may be given 1 additional minute to address the Board.

Persons must identify themselves and the groups they represent at the beginning of each presentation.

Under the Texas Open Meetings Act, the Board is not permitted to discuss or act upon any issues that are not posted on the agenda for the meeting

The Board has adopted complaint policies that are designed to secure, at the lowest possible administrative level, a prompt and equitable resolution of complaints and concerns for employees, students or their parents, and the general public. {See DGBA, FNG, and GF} This audience participation period is not the appropriate means for bringing complaints for which resolution is sought.”