

## Public Comment Sign-Up Sheet

Any person wishing to address the St James School Advisory Council about a topic related to school business during the period reserved for public comment at an Advisory meeting must sign up to be heard, in accordance with Article VI, Section 2 of the School Advisory Board Constitution and By-Laws.

1. School Advisory Council Meetings are open to the public and are held every 3<sup>rd</sup> Tuesday of the month at 6:30 pm in room 4.
2. Public Comments are heard in the first 15 minutes of the regularly scheduled meeting.
3. All individuals who wish to participate in public comment must submit this form two weeks prior to the meeting in which they will attend.
4. Public comment is limited to 5 minutes. At that time the Board will determine if the request or suggestion should be moved to the discussion portion of the meeting. No action will be taken on a request or suggestion at the same meeting these are presented.
5. Individuals are thanked and their request or suggestion is taken under advisement.
6. Please be aware that the rules of decorum will be enforced during the public comment period.

**Please fill in the information below if you wish to address the Board during the Public Comment Period.**

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

Telephone: \_\_\_\_\_

Agenda Item/Topic: \_\_\_\_\_

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