

# Procedure to speak during the School Board's Regular Monthly Business Meeting



*Notice this procedure was updated on September 24, 2013*

- Contact the Office of Board Services no less than five calendar days before the Regular Monthly Business Meeting (normally the fourth Wednesday of the month) by calling (816) 418-7621 or via email at [board@kcpublicschools.org](mailto:board@kcpublicschools.org).
- Upon reaching the Board Secretary, request that you are placed on the “public comments” section of the agenda.
- The Board Secretary will ask if there’s a specific topic that you wish to address. This query allows her to make the agenda more transparent by adding that information to the agenda. Please make sure you include your name, address, phone number and topic.
- Once you are confirmed to speak, attend that meeting. It is suggested that you arrive no later than 6:15 p.m. to ensure you have a seat in the auditorium. Note: Only confirmed speakers are allowed to address the Board.
  - A maximum of 10 speakers total per public comments period, per a single regular business meeting, is allowed. The slots are assigned on a first-come, first-serve basis. This provision is designed in the interest of time and respect for attendees and participants.
- When the Board reaches the “public comments” section of the agenda, wait until the Board Chair or his/her designee calls you to the podium.
- During your commentary, the following rules are in effect:
  - Each speaker is strictly limited to three (3) minutes of commentary.
  - Speakers may cede their time to a third-party at the discretion of the Board Chair, although this is strongly discourage.
  - Speakers may provide the Board with written handouts that support their commentary.
  - Commentary must be acceptable for a business and family-friendly environment: No cursing, inappropriate references or gestures, or personal attacks will be tolerated. Enforcement of this provision is at the discretion of the Board Chair.
  - Please note that the Board generally will not respond to questions or comments. The Board views this part of the agenda as a listening period. In rare cases, the Board will allow a speaker to extend their time. The Board Chair will take a short, voice poll of the Board at the conclusion of a speaker’s time, if requested, when considering such a request.
  - The Message Cube is also available during all meetings. This gives the public a chance to ask questions that are not on the confirmed agenda. Please call (816) 213-0997 during the meeting.