



## **Rocky Mountain Prep Board of Directors Meetings**

**School Year 2023-2024**

### **Guidelines for Public Comment**

#### **General Information**

The below information provides details on Public Comment procedures for in-person and virtual meetings. Members of the public must submit their comments in advance and in writing to [swinter@rockymountainprep.org](mailto:swinter@rockymountainprep.org) for prior distribution to all Board Members.

- Public Comment will be held shortly after the meeting is called to order.
- Registration for Public Comment will close 24 hours prior to the start of the board meeting.
- Submissions for Public Comment are limited to 10 speakers and registration is first-come, first served.
- The Board Chair (or meeting presider) will explain the meeting procedures and call on speakers in order of their registration.
- Comments are limited to two minutes per speaker. Time will be monitored by staff using a timer. When that time expires, the speaker is permitted to complete a sentence but should make no further remarks.
- The Chair may extend the agenda item. While offering a public forum is important to the Board, it is also necessary to ensure that the Board allows enough time to conduct its regular business.
- At the discretion of the Chair, Public Comment may be closed and reopened at a later time or date to be announced.

#### **Additional Information**

- Public Comment submissions may not be related to personnel matters. Public Comments will be reviewed by Sally Winter (Board Clerk) and [Karla Lindgren](#) (General Counsel) to ensure the Board meeting is the appropriate forum to ask the question. If it is not, you will be notified in advance with a recommendation on the next steps for your comment.
- The Board Chair reserves the right to limit the time available for Public Comment.
- All Public Comments will be included in the meeting minutes. Neither Board members nor staff will respond to Public Comments at the time of the meeting.



## ROCKY MOUNTAIN PREP

- For in-person meetings: signs, banners, and other distracting items are not allowed in the meeting room. Staff will ask you to leave materials outside the room or you **may be asked to leave**. For virtual meetings, please blur your background to limit distractions.
- All speakers, and those in attendance, shall conduct themselves in a non-disruptive manner. Cheering, snapping, clapping, and other distractions are not allowed during or upon completion of any public comment.
- Neither Board members nor staff will respond to public comments outside of the Public Comment agenda item.
- Public Comment will not be taken at Special Meetings of the Board.