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 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.
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.