



PUBLIC COMMENT AT SHASTA COUNTY BOARD OF EDUCATION MEETINGS

Guidelines for communicating with the county board during public comment sessions. The board generally meets on the second Wednesday of the month at 1:30 pm. The agendas are posted outside our facilities and on our webpage.

Tips on preparing to speak to the board

Your goal for providing a comment should be to raise a specific topic or issue with the county board. Their goal is to listen and learn from the community. They will not respond to testimony at that time. If you would like to speak before the board, please follow these guidelines:

- Recognize that the county board is not involved in personnel matters at a county board level.
- Realize that the county board does not have jurisdiction over school districts or charter schools in the county that have their own boards.
- Understand the basic facts of the issue before addressing the board.
- Prepare an outline of your testimony so that it is well organized and avoids repetition.
- Plan to keep your remarks to three minutes.

Process at the meeting

- Members of the community who wish to speak to the county board during the public comment period should sign up before the meeting starts using the yellow speaker cards located near the entrance of the board meeting.
- Please print your name legibly on both the sign-in sheet and the yellow speaker card. Please note which item on the board agenda you plan to speak to. If the topic you would like to address is not included on the agenda, you would speak during the “Public Comment” item.
- Pick up an agenda to learn when the public comment item will take place. Listen for any changes in the agenda announced by the board president.
- When the board is ready, the president will refer to the yellow speaker cards and call out the names in numerical order.
- If a number of people are signed up to speak on the same topic, the target amount of time for public comment is 20 minutes, but the board president can choose to extend this time limit.

Addressing the board

- When your name is called, approach the podium. Speak into the microphone, giving your full name.
- Please limit your comments to three minutes.
- Be respectful of the board when speaking.
- Be ready to respond to questions from the board if asked.
- Address your testimony to the board members, not the audience.
- Do not address questions to the board. The board’s goal for the public comment period is to hear your concerns, comments and opinions.