

POLICY

SOMERSET COUNTY BOARD OF EDUCATION

Date Submitted: September 21, 1993 Date Reviewed: July 15, 1997 January 19, 1999 February 21, 2006 October 21, 2008	Number: 100-10
Subject: Request to Address Board	Date Approved: January 15, 1980 March 21, 2006 November 18, 2008 Date Revised: August 26, 1997, February 16, 1999, September 16, 2008 Date Effective: July 1, 1999, March 21, 2006 November 18, 2008

1. **PURPOSE**

To establish procedures for groups or individuals who request an audience to appear before the Board of Education for discussion or the presentation of a proposal.

2. **REQUIREMENTS**

All groups or individuals requesting placement on the Board meeting agenda must submit in writing, at least eight calendar days before the scheduled meeting, a request to appear before the Board, the reasons for the appearance and topics to be discussed on the form provided. The Superintendent will reserve the right to submit names after the established deadline in pertinent situations.

*** See Administrative Procedures**

The Superintendent is directed to insure that there is adequate background information prepared for the Board so they may consider objectively all requests presented by groups or individuals.

To insure the accuracy of their comments, all presenters must provide the Board of Education with a legible copy of all comments or remarks for the record immediately following the presentation.

Individuals will be permitted to speak for ten minutes. Groups will be allowed a fifteen minute presentation.

All Board of Education meetings are public, unless an executive session is called to discuss matters permitted by the Maryland Open Meetings Act, §10-508 of the State Government Article.