

Meriwether Lewis Elementary School PTO PUBLIC COMMENT GUIDELINES

Public Comment Overview

The MLS PTO Board welcomes members of the Meriwether Lewis school community to its meetings and asks that individuals follow the guidelines below when addressing the Board. The time for public comment will generally be allotted at the beginning of the meeting and will last no more than 15 minutes unless a time extension is granted by a majority Board vote.

Guidelines:

MLS community members are encouraged to address the MLS PTO Board during Public Comment. Individuals and/or organizations wishing to speak should sign in with the PTO Board Secretary. During the time set aside for public comment on the agenda, the PTO President(s) will call forth individuals to speak in the order in which he/she signed up. Public testimony guidelines are as follows:

1. Fifteen minutes before the start of the meeting (6:15 p.m.) there will be a sign-up sheet for members of the MLS community to sign up if they wish to speak.
2. Speakers should adhere to the following protocol:
 - a) Sign in with the PTO Secretary before the meeting.
 - b) Address comments to the PTO Board as a whole.
 - c) Give written statements and other supporting material to the PTO Secretary. Please note that written statements are made a part of the summary meeting notes of the PTO. In addition, if the speaker is unable to complete the presentation in the time allotted, a copy of supporting materials will be provided to PTO members.
3. Three minutes will be allowed for each presenter to speak. However, the President(s) may, with consensus of the Board, reduce the time allocated for all individuals to speak.
4. When multiple comments on the same topic have been presented, the Board may request additional comments on the topic be limited to those who have new information to present.
5. Debate and dialogue with the Board is not allowed during public comment.

In the event you are unable to speak during public comment or if you wish to write the Board instead, you may use the following contact information to mail or email comments:

**MLS PTO c/o Meriwether Lewis Elementary
1610 Owensville Road
Charlottesville, VA 22901**

Email via the PTO Website: <http://www.mlspto.org>

[Adapted from Albemarle County School Board's Public Comment Guidelines, October 2012]