

# Chautauqua Lake Board of Education

## Public Participation and Attendance

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The Chautauqua Lake School Board welcomes our community members to sign up to attend and or speak at board meetings. We believe community involvement is an integral part of running a successful school district and the Chautauqua Lake School Board understands the importance of ensuring we work collaboratively with all members of our professional learning community to meet our district goals.

Please be reminded that all speakers' remarks must be limited to three minutes or less. We ask that speakers be mindful and respectful with their comments and questions.

This Board also asks that speakers conduct themselves professionally and that their comments remain civil, constructive and courteous. In addition, no individual Chautauqua Lake student, family or employee names should be shared in any disparaging manner. If a speaker wants to address a topic that would require the disclosure of someone's name or private information, the Board respectfully asks that you address your concern via another avenue within the District. This public comment period is an opportunity for Chautauqua Lake Central School District residents to address the Board about issues or statements that serve the public interest and District mission and goals. The Board asks that speakers demonstrate appropriate decorum at all times.



### Before the Meeting



- Call the District office/District Clerk at (716)753-5808 to sign up to attend the Board meeting in person and/or speak during the public comment portion of the Board meeting.
- Speakers must call before noon on the day prior to the day of the Board meeting at which you want to speak.
- Provide your name (with phone number).
- Provide the topic and or question about which you intend to speak, (and if applicable, group affiliation) to the District Clerk/ District office.

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## At the Meeting



- Public comments will be shared out in the order that the call was received.
- There is a 3-minute time limit for each speaker.
- Board President reserves the privilege to end any speaker's time to speak. Public comments are not intended to be a question and answer session with the Board. Speakers may raise issues and/or questions during their three minutes. But speakers should not expect that Board members or administrators will respond instantly to any question.

\*If during the meeting you have comments or questions that align with a specific board agenda item, you may share your comment or question at the second public comment section, which is normally towards the end of the Board meeting.