

Board of Education Meeting Protocol

Dear Friends, Neighbors and Fellow Citizens,

The Winchester Board of Education welcomes you to its business meeting. There is a time during the meeting set aside to hear comments from the public. It is listed on the agenda that you received upon enter the meeting room and should be limited to agenda items.

We would appreciate it if you would adhere to the following rules and guidelines:

- **Complete requested information on the sign-in sheet if you wish to speak.**
- **State your name and your address when called upon to speak**
- **Address your comments to the chairperson**
- **Please do not mention the name of any specific person, As a matter of law, individuals have the right to be present and discussions of this type must take place in executive session**
- **State your thoughts, concerns, or questions clearly and concisely. To assure that other citizens have an opportunity to comment and to assure that the Board members can complete their work at a reasonable hour, we ask that you limit your comments to three (3) minutes.**
- **It is not the practice of the Board to respond to dialogue from the floor at the meeting. The Board has instructed the Superintendent of Schools to prepare an appropriate response in a timely fashion.**

- **To be sure that your concern or statements gets proper attention, it may be in your best interest to speak to a building administrator or the superintendent of schools before making a presentation to the Board. The superintendent has assured us that he will keep us informed of questions and concerns that are brought to his attention for the community and will inform us of the actions he may have taken.**

We hope that you enjoy your time with us, and that you find it informative.

The Winchester Board of Education