

# **Procedure to Address the School Board**

## ***Great Commission Schools***

The GCS School Board appreciates your input and values your perspective as a member of the GCS community.

You can contact the Board through email at any time.  
schoolboard@greatcommissionschools.org

Anyone that is part of the GCS community may attend the regularly scheduled School Board meetings. However, under normal circumstances, only those who receive prior approval from the Chairman will be permitted to address the Board. The Chairman reserves the right to offer an opportunity for general public comments.

If you would like to formally address the Board on a certain topic, please fill out a formal **Request to Appear Before the Board.**

### **Public Comment Procedures**

- If you wish to formally address the Board (more than just a brief public comment at the meeting), please fill out the **Request to Appear Before the Board** form at least 1 week prior to the meeting. Submissions received less than 1 week prior to the meeting will be considered, but may be withheld until the next regular monthly meeting.
- All requests are approved or denied at the discretion of the Chairman.
- Comments will be limited to 5 minutes. If there is a group who all wish to speak to the Board on the same topic, the group should appoint a spokesperson. Groups of 10 or more members present at the meeting may qualify for a speaking time limit of 10 minutes.
- The Chairman may interrupt or terminate an individual's statement if it is too lengthy, personally directed, abusive, obscene, repetitive, or irrelevant. The Board as a whole will have the final decision in determining the appropriateness of all such rulings.
- The Board will not hear complaints against personnel or students in a public Board meeting. Any complaint regarding instruction, discipline, personnel, or curriculum should be referred through the proper administrative channels before it is presented to the Board for consideration. The order for the proper channels is as follows: Teacher/Staff, Administration, Superintendent, Board.
- Written materials may not be distributed to Board Members or others in attendance at the meeting without prior approval from the Chairman.