



Lafayette County School Board Citizen Input Form & Public Participation Guidelines

The Lafayette County School Board welcomes public participation and values input from members of the community. Public input is conducted in accordance with **Board Policy 2.052+, Public Participation at Board Meetings**, and is intended to allow citizens a reasonable opportunity to be heard while ensuring meetings are conducted in an orderly and respectful manner.

Public Input Opportunities

The Board provides **two public input periods** during regular Board meetings:

1. **Agenda Item Public Input** – This public input period occurs prior to the Board's discussion and vote on agenda items. Comments during this period must relate directly to an item listed on the agenda.
2. **Non-Agenda Public Comment** – This public input period occurs after the Board has voted on all agenda items and is reserved for comments on matters not listed on the agenda. The Board will listen to these comments but will not take action at that time.

Procedures and Time Limits

- Individuals wishing to address the Board must complete this Citizen Input Form and submit it to the Board Secretary **prior to the start of the meeting**.
- Speakers will be recognized in the order in which completed forms are received.
- Each speaker is allotted **up to three (3) minutes** for public input.
- Speakers may address all agenda items of interest during their **single speaking opportunity**.
- Time allowed for any one topic is limited to **twenty (20) minutes**, unless adjusted by a vote of the Board.
- Speakers who submit a form but arrive late to the meeting may be provided an opportunity to speak during the non-agenda public comment period at the end of the meeting.

Expectations for Public Comment

- Speakers must state their name for the record and direct all comments to the Board as a whole.
- Comments must remain respectful and professional.
- Personal attacks, inappropriate language, shouting, or disruptive behavior are not permitted.
- Speakers may not transfer or share their allotted speaking time with another individual.
- Demonstrative aids, signs, placards, or similar items may not be used during public input.
- The presiding officer may interrupt or stop comments that are off topic, repetitive, exceed the time limit, or violate the Board's rules of decorum.

Groups or individuals with shared viewpoints are encouraged to designate a single representative to address the Board.

Additional Information

The Board encourages individuals to work directly with teachers, principals, or appropriate district staff whenever possible prior to addressing the Board. Public input is intended for sharing information and viewpoints and is not a forum for the presentation of formal complaints or charges against specific individuals.

All persons with disabilities will be provided assistance necessary to enable them to participate effectively in Board meetings, consistent with Florida law.

Citizen Input Form

Please complete and submit this form to the Board Secretary prior to the start of the meeting.

Topic or Proposition to Be Addressed (check one):

Agenda Item Agenda Item Number (if applicable): _____

Non-Agenda Topic

Brief Description of Topic or Proposition:

Name: _____

Representing (if applicable): _____

Address: _____

Phone Number: _____

Email (optional): _____

Acknowledgment

By signing below, I acknowledge that I have read and understand the public participation guidelines above, including the time limits and rules of decorum, and agree to abide by them.

Signature: _____

Date: _____