



## MEETING RULES AND PROCEDURES

Per the policies of the Covington Independent Public Schools, all members of the public may address the board during the public input portion of the meeting. However, to ensure an orderly and productive meeting there are guidelines that must be followed. They are as follows:

1. As a public agency the Covington Independent Board of Education is required to keep accurate minutes. Accordingly, we asked that anyone addressing the board give their name and residential address so that the minutes correctly reflect each speaker's concerns. Also, if you have children in our schools, it is helpful to know which schools they attend.
2. If you are with a group from the same organization, or speaking on the same topic, you may appoint a spokesperson to speak for the group or that topic.
3. We ask that each speaker limit comments to two (2) minutes or less. This is to ensure that everyone has an opportunity to address the Board who wishes to, and that the Board has sufficient time to address the business matters on its agenda. If the board-chair deems it necessary, he/she may extend the time. Those addressing the Board as spokespersons of a group should identify the group they represent or the topic which they are speaking on, and limit the group's presentation.
4. Please avoid repetitive or redundant comments that have already been made by other speakers. It is sufficient if you indicate your agreement with a previous speaker.
5. Please be respectful in your comments; and to the Board; and to other speakers. Do not talk over people, or interrupt a speaker. This is a formal meeting and outbursts, such as applause, heckling, or cheering are disruptive to an orderly meeting. Anyone who engages in such conduct may be asked to leave.
6. Please keep in mind that other people are at this meeting for other matters, there may be children present, and that this meeting is being video-taped and will be viewed by children, as well as adults. Please tailor all comments for this audience and conduct yourselves in a manner that is appropriate, respectful and as a model for our students.
7. Please refrain from personal attacks or name-calling.
8. Please be respectful of the Board's Agenda. The School Board generally follows the Standard Code of Parliamentary Procedure. The conduct of the meeting will follow the Agenda, and once the public input section of the meeting is finished, the Board will conduct the remaining business of the Agenda without interruption of third parties.