

## **PAPA General Provisional for Public Comment**

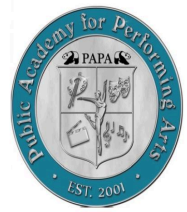
How to submit your request to comment: Public forum speakers will submit a request to speak at Governing Council meetings through an online form.

<https://forms.gle/mh9Kwy7YRDJtGHgGA>

1. When to submit your request to comment: All speakers must submit an online form before noon on the day of the meeting. You may present to the board in person or virtually or submit a written statement.
2. You must be present in the room either in person or virtually at the time the board recognizes you to speak or you will forfeit your opportunity to speak. Once recognized, a speaker cannot transfer or delegate their time to others.
3. How to join into the meeting virtually: You will be sent a virtual link to join the meeting with the email you enter in the sign-up request sheet. All speakers will be invited into the meeting room with their actual identification and must abide by time restrictions and etiquette expected of public forum.
4. Public Academy for Performing Arts reserves the right to summarize public comment in the official Governing Council Meeting minutes.

### **Summary of Expected Behavior**

A summary of expected behavior includes, but is not limited to: Speakers shall direct their comments to the board and not to district staff or other audience members. Speakers shall not expect board members to answer questions during public comment. Questions shall be referred to the executive director, or his/her designee, for review, study, and response. If appropriate, the board may request the issue be a discussion item at a future Governing Council meeting.



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- Directing your comments to the Governing Council
- Addressing the board only at the appropriate time as indicated on the agenda and when recognized by the board president or presiding officer
- The use of posters, banners or other items may be generally acceptable. However, the board president or presiding officer may request speakers and audience members to refrain from using them under certain circumstances listed in the procedural directive
- Identifying oneself and speaking within the allotted time available for each individual speaker
- Conducting oneself responsibly, civilly, courteously, and with due respect
- Recognizing that the Governing Council encourages you to speak about topics of concern, not personnel believed to be responsible
- If the speaker wishes to distribute documents to the board members, the speaker shall provide the district employee responsible for public forum sign-in seven (7) copies of the documents at the time the speaker signs up to speak
- Conduct oneself responsibly, civilly, courteously, and with due respect. The conduct of speakers shall be no different than the expected conduct of visitors at PAPA as stated below:
  - No person on school property or at a school event shall perform any of the following acts:
    - Disrupt the educational process for students and staff
    - Strike, injure, threaten, harass or intimidate a student, staff member, a board member, or any other visitor to school property
    - Behave in an unsportsmanlike manner or use vulgar or obscene language

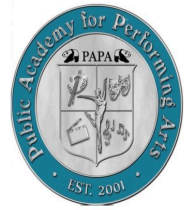


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- Unless specifically permitted by state statute, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon or any dangerous device
- Damage or threaten to damage another's property
- Damage or deface school property
- Respect the fact that the speakers' views and opinions may not be shared by all present.
- Observe that speakers shall not express non-job related complaints against the executive director or board members unrelated to their offices or jobs
- The PAPA Governing Council encourages speakers to focus on topics of concern, not personnel they believe to be responsible. The board will direct the speaker to a staff member at each Regular Board of Education meeting who may listen to specific personnel complaints that shall be referred to the executive director, or his/her designee, for review, study and response.

If you fail to comply with expected behavior, the board president or presiding officer shall be authorized to:

- Interrupt you to remind you of proper decorum requirements
- Dismiss you before your time has concluded
- Request you leave the meeting
- Request the assistance of law enforcement officers to remove you from the meeting if you refuse to leave
- Recess or adjourn the meeting as a result of your conduct



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- Request law enforcement officers to possibly arrest you or file criminal charges against a speaker who is in violation of this procedural directive pursuant to §30-13-1 NMSA 1978

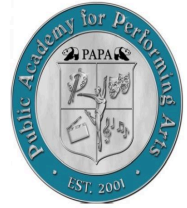
### **Governing Council Member Etiquette**

The New Mexico Open Meetings Act prohibits open discussion among board members of any item not listed on the Governing Council meeting agenda. Therefore, Governing Council members shall treat public comment as a time to listen to the comments from attendees of the Governing Council meeting. Public comment shall not be a time for open dialogue with the speaker. Public comment shall not be a time for board members to answer questions posed to them from a speaker or comment on a speaker's concerns.

If the board member chooses, he or she may respond to concerns of speakers during board member reports at such time board member reports appear on the meeting agenda.

If the form above is not working, please email [info@paparts.org](mailto:info@paparts.org) with the following information to sign up for public forum.

- Your name
- Email
- Phone number
- Topic you plan to speak on
- Whether you plan to attend via zoom or in-person
- Whether you've read all the information on the previous page related to speaking at public forum



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### PAPA Policy for Open Forum

A.18 Addressing the Council An individual may speak during the “Open Forum from the Public” agenda item after identifying themselves by signing in with the Council Secretary and being recognized by the presiding officer of the Council. All presentations should be brief and each individual speaking on an agenda item should limit his or her remarks to three (3) minutes. The Open Forum in regular Council meetings will be limited to a total of 10 minutes unless extended by majority vote of the Council. People speaking at the Open Forum may present information to the Governing Council, but the Open Forum will include no Council actions or discussions. Individuals who wish to speak for longer than three minutes or who require Council discussion or action must use the procedure in A.15 to be placed on the Council agenda. Complaints about individual employees will not be heard at Council meetings.