

CSI Board Guidelines Regarding Public Comments at Board Meetings

For the purposes of this policy, “Chair” refers to the Chair of the CSI Board.

Pursuant to the CSI Board Operating Procedures, every regular meeting shall provide time for any member of the public to address the Board through public comment.

The information outlined below provides details on public comment procedures for in-person and virtual meetings. Members of the public can also submit their comments in writing to the board at CSIBoard@cde.state.co.us for distribution to all members.

- Public comment will be held shortly after the meeting is called to order unless designated otherwise when the agenda is made public.
- Registration for public comment will open 24 hours before the start of the board meeting. Register by filling out [this form](#).
- Sign-up for public comment is limited to 10 speakers and registration is first-come, first-served.
- CSI board meetings are generally hybrid, with both in-person and virtual access. If planning to attend a meeting in-person, we kindly request that attendees notify the CSI Board Liaison 24 hours in advance due to meeting space considerations.
- The CSI board chair (or meeting presider) will explain the meeting procedures and call on speakers in order of their registration.
- Comments are limited to three minutes per speaker. Time will be monitored by staff using a timer. When that time expires, the speaker is permitted to complete a sentence but should make no further remarks.
- The chair may extend the agenda item. While offering a public forum is important to the board, it is also necessary to ensure that the board allows enough time to conduct its regular business.
- At the discretion of the chair, public comment may be closed and reopened at a later time or date to be announced.

Additional Information

- Public comment submissions may not be related to personnel matters. This will also be announced at the beginning of the public comment and posted on the registration form.
- The board chair reserves the right to limit the time available for public comment.
- Any written public comment that is submitted via email within 24 hours before the start of the board meeting via the registration form will be verbally shared during public comment and should roughly adhere to the three minute time limit. If you have information that you wish to keep private (names, address, phone numbers, etc.) please remove the information before submitting the document.
- All board meetings are recorded. Those recordings are available upon request. Email CSI Board Liaison to request access.
- Signs, banners, and other distracting items are not allowed in the board room. Staff will ask you to leave materials outside the room or you **may be asked to leave**.

- All speakers, and those in attendance, shall conduct themselves in a non-disruptive manner. Cheering, snapping, clapping and other distractions are not allowed during or upon completion of any public comment.
- CSI board members do not respond to public comments during this segment of the board meeting.
- Public comment will not be taken at special meetings.

Do's and Don'ts for Giving Public Comment

DO:

§ Introduce yourself and where you are from. If you are speaking on behalf of an organization, identify the organization and your association.

§ If speaking to a specific agenda item, limit your remarks to the subject of the agenda item and avoid repeating what others have said.

§ Be brief, to the point, and concise.

§ If you believe an issue needs to be explained in-depth, and you bring handouts, please pass them to staff prior to making your comments. Be sure to include your name and date of the meeting on the handout.

DO NOT:

§ Expect the Board to answer questions you may have.

§ Expect the board to be able to intervene with local school district issues. If you have questions about state law and local requirements, CSI staff may be able to assist you in finding an appropriate way to address your concerns.

§ Attempt to argue or debate with the board.

§ Discuss personnel matters with the board. This should be done in private with the chair and/or vice-chair of the board.