

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 regularly scheduled Board 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.
- Requests for public comment are considered starting at 12:00pm on the Wednesday before the regular board meeting and will close at 12:00pm the day before the board meeting. [Register by filling out this form](#). Registrations submitted earlier than 12:00pm on the Wednesday before the board meeting or later than 12:00pm the day prior to the board meeting will be disregarded.
 - Dates, times, and agendas for all board meetings will be posted at least 24 hours in advance of each meeting here: <https://www.csi.state.co.us/about/our-board/>.
- Sign-up for public comment is limited to 10 speakers and registration is first-come, first-served unless otherwise determined by the CSI Board in advance. Each speaker will be limited to 3 minutes. The chair may extend the agenda item or accept public comment from those who did not register in advance should meeting time allow. 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.
- CSI board meetings are generally hybrid, with both in-person and virtual access. Members of the public are encouraged to attend virtually if possible due to meeting space considerations. If planning to attend a meeting in-person, attendees are asked to notify the [CSI Board Liaison](#) 24 hours in advance.
- 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.
- Substitutes are not permitted; only the individual who registered may speak.
- A finalized list of speakers will be posted to the Board Meeting Materials no later than 5:00pm the day before the meeting. If your name is on the list, plan to attend virtually or in person to provide your comments. You will **not** receive a confirmation email.

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 or extend the time available for public comment.
- If space does not permit you to speak at a meeting, we encourage you to email your comments to CSIBoard@csi.state.co.us. Any written public comment that is submitted via the registration form or email will be shared via email to all CSI Board members. If you have information that you wish to keep private (names, address, phone numbers, etc.) please remove the information before submitting the document.
- Signs, banners, and other distracting items are not allowed in the meeting space. 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 the board meeting.
- Public comment will not be taken at special meetings or Committee meetings.
- All board meetings are recorded. Those recordings are available upon request. Email CSI Board Liaison to request access.

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 in reference 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 or email them prior to the meeting. 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 or respond to public comment

§ 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.