



**OFFICE OF HISD BOARD SERVICES**  
 Houston Independent School District  
 4400 West 18<sup>th</sup> Street, Houston, Texas 77092  
 713-556-6121 Office • 713-556-6115 Fax

**Registering to Speak at the Regular Board Meeting**

The Board of Education welcomes citizens to come forward at the monthly Regular Board Meeting and speak on subjects related to the school district. Speakers address the Board on: (a) subjects that are not on the official meeting agenda (“Hearing of Citizens”); and (b) agenda items that the Board will vote on (“agenda speakers”). Citizens must register in advance using this form, and return it **fully completed** to the Office of Board Services by the deadline designated below. Only forms signed by the registrant and an HISD Board Services representative are considered complete. Registrants submitting an incomplete form may not receive a response to their compliment or concern.

**Registration Deadlines**

- Hearing of Citizens - return this form by 4:30 p.m. the day before the Regular Board Meeting.
- Agenda Item Speakers - return this form by 11:00 a.m. the day of the Regular Board Meeting.

Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Subject (school, policy or agenda item): \_\_\_\_\_

This subject is (circle one):                      compliment                      concern

Brief explanation (required): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- \_\_\_\_ I have materials to hand out, a copy of which is attached
- \_\_\_\_ I will need translation services
- \_\_\_\_ I am an individual with a disability requesting handicap access
- \_\_\_\_ I do not wish to receive a follow-up response from HISD school administration

If speaking during Hearing of Citizens, please list who you have discussed this matter with previously:  
 \_\_\_\_\_  
 \_\_\_\_\_

I certify that I have received, read, and understand the attached guidelines pertaining Hearing of Citizens and agenda speakers.

\_\_\_\_\_  
 Signature    Printed Name    Date

\_\_\_\_\_  
 Authorized Signature    Board Services Staff Member    Date



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Citizen Participation in the Regular Board Meeting\*

Regular Board Meetings take place on the second Thursday of each month and begin at 5:00 p.m. Please read the following guidelines carefully and contact the Board Services office with any questions.

Guidelines for Participating in the Hearing of Citizens:

- Speakers on subjects that are not on the official meeting agenda speak during the "Hearing of Citizens" portion of the board meeting, held after all agenda items have been considered.
- **DEADLINE:** Speakers for the Hearing of Citizens must register by 4:30 p.m. the day before the Regular Board Meeting.
- Speakers are limited to three minutes each.
- Per Board policy, the maximum time allowed for comments pertaining to a specific subject is thirty minutes. If many people register to speak on the same item, their time may be reduced from three minutes. Preference is given to speakers who have not appeared before the board within the previous 30 days and/or those who wish to present a matter not previously scheduled for a meeting.
- Speakers who have registered are called by name to the podium when it is their turn to speak.
- Speakers must be present at the time their name is called and cannot pass their time to anyone else.
- Copies of handout materials must be provided to Board Services with the completed registration form.
- Distribution of materials during board meetings is not permitted.

Guidelines for Participating as a Speaker to an Agenda Item:

- Speakers to an agenda item address the Board of Education on items that the Board will vote on during the Regular Board Meeting.
- **DEADLINE:** Speakers to agenda items must register before 11:00 a.m. the day of the monthly Regular Board Meeting.
- Speakers are limited to three minutes each.
- Per board policy, maximum time allowed per agenda item is 30 minutes. If many people register to speak on the same item, their time may be reduced from three minutes.
- Speakers who have registered are called by name to the podium when the item to which they have registered to speak is being considered.
- Speakers must be present at the time their name is called and cannot pass their time to anyone else.
- Copies of handout materials must be provided to Board Services with the completed registration form.
- Distribution of materials during board meetings is not permitted.

*Thank you for your cooperation in following the above Guidelines*