

AMEND BOARD REPORT 01-1024-PO1 GUIDELINES FOR PUBLIC PRESENTATION

The Chicago Board of Education is responsible for ensuring that public communication procedures are in place for public participation at Board meetings, as outlined below. Board Members also encourage communication through a variety of other channels including local school council meetings; local and regional PTA meetings; local and regional PTA meetings; and through written communication directly to Board Members (addressed to: [redacted])

Public participation meetings will be conducted between 10:30 A.M. and 12:30 P.M. for every evening meeting. Any individual interested in making a presentation must register with the Office of the Board Secretary in person, between 8:00 A.M. and 9:30 A.M. on the day of the daytime meeting. The Public Participation portion of the Board's regularly scheduled meetings will be held between 4:00 P.M. and 6:00 P.M. prior to each daytime meeting and between 1:30 P.M. and 3:00 P.M. on the day of the evening meeting.

Presentations must be limited to issues of concern before the Board and/or the public, and shall not contain any information that is confidential or otherwise exempt from public release. Presentations should be directed to the appropriate staff person. The Secretary will accept materials related to products or services and direct them to the appropriate staff person.

The following guidelines will govern the process:

- Individuals who wish to make a presentation or representatives may not sign up another speaker.
- Handheld devices are not allowed in the Board Meeting Room.