

**BOARD OF TRUSTEES**  
Hamshire Fannett ISD  
**OPEN FORUM**

Number of Speakers \_\_\_\_\_

Agenda Item \_\_\_\_\_

Please provide the information requested below if you wish to address the Board during the public comment period:

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

Telephone/Email: \_\_\_\_\_

Subject: \_\_\_\_\_

Will you be accompanied by a translator?  Yes  No

Does the topic/topics on which you wish to address the Board appear on the current agenda?

Yes  No

If yes, you must register with the Board Secretary, Liz Gilpin, [egilpin@hfhorns.net](mailto:egilpin@hfhorns.net) no later than 10:00 a.m. the day of the Board Meeting.

The following rules will apply:

1. “Public Comment: Agenda Items” will be included on the agenda of all meetings, including regular and special meetings of the Board, as well as workshops.
2. “Public Comment: Agenda Items” will be reserved for speakers wishing to address the Board concerning open meeting Agenda items only.
3. Any person wishing to address the Board concerning an item on the Agenda for an open meeting must register with the Board Secretary no later than 10:00 a.m. on the day of the Board meeting. Speakers may register by emailing the Board secretary at [egilpin@hfhorns.net](mailto:egilpin@hfhorns.net) . When registering, speakers must identify the name of the person wishing to address the Board, the Agenda item to be addressed, and a brief summary of the substance of the anticipated remarks, limited to no more than three sentences.
4. During the “Public Comment: Agenda Items” portion of the meeting, speakers will be called to the podium by the Board Secretary in order of receipt of registration.
5. Should there be fewer than 10 speakers registered to address the board, each speaker will be limited to three minutes total, regardless of the number of Agenda item registered to address. In the event there are 10 or more speakers registered, each speaker will be given two minutes total to address the board. Should there be 20 or more speakers, each speaker will be allowed one minute to address the Board.
6. Non-English speakers who need a translator will be provided double the amount of time as English speakers to address the Board regardless of the number of Agenda items registered to address.
7. Speakers are asked to be considerate of the time allotted for the conduct of public business and limit redundant or repetitive remarks.
8. “Public Comment: Non-Agenda Items” will be placed on the Agenda of the regular meetings of the Board only. Any person wishing to address the Board concerning an item not on the Agenda can register with the Board Secretary at any time prior to the start of the board meeting. Registration can occur by email to the board secretary at [egilpin@hfhorns.net](mailto:egilpin@hfhorns.net). Speakers will be called to the podium by the Board Secretary in order of registration.
9. The Board will set aside a maximum of fifteen minutes for “Public Comment: Non-Agenda Items” at its regular board meetings. No one person may speak for greater than three minutes. Any group of five or more speakers wishing to address the Board on the same topic must designate a spokesperson.
10. Speakers will not be permitted to criticize HFISD employees, whether addressing the Board on an Agenda item or a subject on the posted Agenda.