

Approved by the Board on November 14, 2012

Novato Charter School  
Regular Meeting  
Board of Directors

Address of Meeting \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

INSTRUCTIONS FOR ORAL COMMUNICATIONS TO  
THE BOARD BY PARENTS AND CITIZENS

The Novato Charter School (“NCS”) welcomes your participation at the School’s Board of Directors (“Board”) meetings. The purpose of a public meeting of the Board is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking / participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. “Request to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Oral Communications.”
3. “Oral Communications” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.
5. When addressing the Board, speakers are requested to state their name and address and adhere to the time limits set forth.
6. Citizens may request that a topic related to school business be placed on a future agenda in accordance with the guidelines established by the Administration. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.

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7. In compliance with the Americans with Disabilities Act (ADA) and upon request, the School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact the Principal's office.