

Richmond Community Schools  
**RICHMOND, MICHIGAN**

*Board of Education*

*Public Participation Guidelines*

## PUBLIC INPUT

***This paper must be completed and submitted to the secretary prior to the official start of any public meeting of the Richmond Board of Education.***

**(PLEASE PRINT)**

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

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

**Phone:** \_\_\_\_\_

**Topic/Concern:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***In order to allow sufficient time to hear all concerns, please make every effort to limit your statement to less than 3 minutes.***

## PUBLIC PARTICIPATION

Meetings of the Richmond Board of Education are open to the public. This does not imply that the meeting is a public meeting.

It does mean, that it is a meeting of a public body, held in public. Public concerns should first be referred to the proper school staff, Principal, then Superintendent prior to being referred to the Board.

The Board of Education shall not permit complaints against school personnel to be expressed in the open meeting. Such concerns should be submitted in writing to the Board and aired in an open or closed session according to the wish of the person(s) involved.

Richmond citizens wishing to speak on any agenda item, during the public input portion of the meeting, must state their name and indicate which item(s) they wish to address. Individuals are limited to 3 minutes.

After all public participation has taken place, items will then be referred to the Board of Education and all public participation will cease.

The presiding officer of each Board meeting at which public participation is permitted, shall administer the rules of the Board for its conduct.