



Crescent City Schools Board Meeting
Visitor and Public Comment Policy

Crescent City Schools (CCS) welcomes public comment at its meetings. Below is the procedure for visitors who wish to make public comments.

1. Visitors enter, are welcome to take any documents available, and have a seat in the room.
2. At the start of the Board meeting, the Board Chair will acknowledge visitors, give them a chance to introduce themselves and their organization (if applicable), and ask if they care to speak on an agenda item.
3. The Board Chair will note about which agenda item each visitor would like to talk and then recognize visitors to talk at the appropriate time during the meeting.
4. For each agenda item, the Board Chair will allow discussion by Board members first and then permit the public to make comments. **Public comment is limited to 3 minutes unless granted an extension by the Chair.**
5. If an agenda item requires a vote, the Board Chair will not call for a vote until all public comments are heard on that topic.
6. Visitors wishing to make comments on non-agenda items will be heard at the end of every Board meeting. **Public comment is limited to 3 minutes unless granted an extension by the Chair.**
7. If visitors arrive after the start of the Board meeting, a member of the CCS Board will greet them, give them the available materials, and ask if they want to make a comment on an agenda item. The CCS Board member will forward information to the Board Chair who will recognize them and ask them to introduce themselves before the next agenda item.

If you require translation or interpretation services, please alert a member of the Board or a CCS staff member.