



## Guidelines for Public Comment During School Board Meetings and Public Hearings

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- The Arlington School Board welcomes public comment at most regular meetings and at public hearings.
- The Board allows 1 hour for Public Comment on all agenda and non-agenda topics. All comments should address a matter related to Arlington Public Schools.
- Each speaker may speak for up to 2 minutes. The clerk will start the timer when the speaker begins and speakers should conclude their remarks when the buzzer sounds.
- The School Board encourages speakers to also provide their comments in writing. Please email comments to [school.board@apsva.us](mailto:school.board@apsva.us).
- Speaker substitutions are not permitted. A speaker may not yield their time to another individual before or during their remarks.
- The School Board expects that each speaker will be courteous, modeling for our students how one can respectfully disagree with others' views.
- The School Board requests that comments on an individual student or employee-related matter not be shared at public meetings where the disclosure could violate applicable confidentiality requirements.
- Speakers should address their comments to the entire School Board and not to one individual Board member, the Superintendent, a staff member, or the audience.
- The School Board appreciates hearing all points of view. In order to ensure that all speakers have the opportunity to be heard, we ask audience members to refrain from applauding or commenting.
- When warranted, the Chair will warn a speaker of breaches to the School Board Guidelines for Public Comment prior to terminating speaking privileges or taking other action to maintain the orderly conduct of the meeting. Inappropriately loud conversations or outbursts from those in attendance will not be tolerated, and security staff will be asked to restore order.

### Accommodations:

- The School Board provides accommodations for persons with disabilities or who need an interpreter. Advanced notice of at least two business days for these services is requested.
- If a speaker addresses the Board in a language other than English and has an interpreter, both the speaker and the interpreter will have 2 minutes to speak separately or 4 minutes together to translate the comments for the Board.