

Limit on Participation	Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with this policy and the <i>Board Operating Procedures</i> . At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.
Public Comment	<u>A person may comment as a speaker at a Board meeting regarding any item posted for consideration on an agenda for an open meeting during that meeting.</u> All speakers must register before the meeting in accordance with this policy. Members of the public will be given a choice of speaking in person or by videoconference when registering to speak. In accordance with state law, any person participating remotely must be visible to the Board and the audience.
Regular Meetings	At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.
Special Meetings	At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.
Speakers to Agenda Items	A person may comment as a speaker at a Board meeting regarding any item posted for consideration on an agenda for an open meeting during that meeting.
Hearing of the Community	The Hearing of the Community is the portion of a regular Board meeting in which a person wishing to speak regarding any District-related matter <i>not</i> listed on the meeting notice may do so.
Timing	Public comment on topics included in a meeting agenda shall occur near the beginning of the meeting. Public comment on topics not included in the meeting agenda shall occur during the Hearing of the Community. The Hearing of the Community shall be held no later than 7:00 p.m.
Students	Students <u>enrolled in HISD</u> shall be heard near the beginning of the meeting and before other speakers, <u>at the discretion of the Board president</u> even if the students have registered for the Hearing of the Community.
Time Limit	Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed two minutes per meeting.
Meeting Management	Although speakers have a maximum limit of two minutes each, once the number of speakers exceeds 30, speaker time shall be reduced to one minute each. When necessary for effective meeting management or to accommodate large numbers of individuals

wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, ~~deferring public comment on nonagenda items~~, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.

Language
Assistance Services

The District provides language assistance services in relation to Board meetings and Board information as required by law. Interpreter assistance can be requested for ~~filling out the public comment form for Board meetings~~, providing public comment to the Board, ~~and simultaneous interpretation services during the in-person Board meeting or broadcast~~. Interpretation services shall be provided in Spanish for all regular Board meetings ~~in Spanish, and for other Board meetings if a written request is made at least 48 hours before the meeting~~. Persons needing assistance in other languages must make that request in writing at least 48 hours before the Board meeting at which the services are needed. The District will accommodate the request subject to interpreter availability. The Superintendent or designee will make available on the District's website ~~and in the Board Services Office information concerning how requests~~ instructions for requesting translation and/or interpretation services ~~can be made, including the name, title, and contact information for the individual(s) who can assist with requests for translation and interpretation services~~. Subject to the meeting management discretion of the presiding officer, as described above, only individuals who use District language assistance services will receive extra time in accordance with BED(LEGAL).

Speaker Registration

A person wishing to speak during a Board meeting may do so by completing the appropriate registration form and submitting it to the Office of Board Services by 12:00 p.m. on the day before the meeting.

Distribution of
Materials

Should any registered speaker wish to distribute handout materials to the Board, the materials shall be provided to the Office of Board Services by 12:00 p.m. on the day before the meeting. Should any registered speaker wish to distribute handout materials to the audience, this shall be done after, not during, the meeting.

Process

Speakers shall be ~~selected~~ heard prior to or during the Board's consideration of the agenda item upon which they are registered to speak in the order determined by the presiding officer in which they signed up to speak, except that preference ~~shall~~ may be given to public officials and students enrolled in HISD ~~(who shall be heard~~

~~near the beginning of the meeting and before other speakers) and to individuals who have not appeared before the Board within the last 30 days.~~

A speaker may not yield unused time to another person. Should there be a speaker who has registered to speak to multiple agenda items, ~~or to one or more agenda items and for the Hearing of the Community,~~ the ~~Board President~~ presiding officer shall direct the speaker to consolidate their comments under the first item on the agenda for which the speaker has registered, and the speaker shall be given a maximum of two minutes to make their consolidated comments.

Should a speaker drift from the ~~stated subject~~ agenda item, or become disruptive or abusive, the speaker shall be given one warning; if a second warning is required, then the speaker shall forfeit the remaining time allotment for the current meeting, any allotment for any meeting within the next 30 days, and may be removed from the meeting. Speakers are required to follow the rules of behavior specified at BE(LOCAL).

Board's Response

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

**Awards and
Recognitions**

Most awards and recognitions for achievements of students and employees shall be presented at the campus or department giving rise to the award or recognition. Awards and recognition for major achievements of students, such as national and state awards, ~~shall~~ may be presented at regular meetings of the Board as the occasions arise for such acknowledgments. Scheduling shall take into consideration the order of business for the meeting as determined by the Board President and the convenience of the persons to be presented.

**~~Complaints and
Concerns~~**

~~The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution.~~

- ~~• Employee complaints: DGBA~~
- ~~• Student or parent complaints: FNG~~
- ~~• Public complaints: GF~~

Disruption

The Board shall not tolerate disruption of the meeting by members of the audience. If after at least one warning from the presiding

officer, any individual continues to disrupt the meeting by words or actions, the presiding officer [or designee](#) may request assistance from law enforcement officials to have the individual removed from the meeting.

Effective Date

~~This policy shall be effective as of the adoption date, November 19, 2021.~~