

Newton School Committee—Public Comment Guidelines

Revised by the Committee—November 13, 2012

There will be two Public Comment sessions at each Newton School Committee meeting. The first session, scheduled early in the agenda, will last up to 30 minutes. Public comment will continue at the end of the meeting if we do not have sufficient time to hear from all of our guests. This is consistent with our current policy (30 minutes early in the meeting followed by time at the end).

We aim to ensure that the School Committee hears the full range of comments from the public and allows for all speakers to have an opportunity to speak. To that end:

- a) Speakers will sign up on a sheet prepared by the School Committee administrator. The sign up will include, name, address and topic for discussion.
- b) The School Committee chair (or designee) may take the items in the order that they appear on the sheet—that is first come, first heard.
- c) The School Committee chair (or designee) may rearrange the order to hear from guests who are speaking on a "new" topic, that is, one that hasn't been heard at recent SC meetings.
- d) If there are many speaker and topics, the Chair will try to ensure each topic is covered at least once during the first 30 minutes.
- e) If there are only a small number of topics, the Chair will try to group the comments accordingly, starting with newer topics.

We ask people to speak for themselves, up to 3 minutes a person. We wish to avoid the ceding of time in order to maximize the number of speakers.

If for any reason there are many people signed up to speak, we may ask that comments be kept to 2 minutes but understand that it is your prerogative to take the whole three minutes.