

**FRANKLIN COUNTY SCHOOL BOARD**  
25 Bernard Road, Rocky Mount, VA 24151

**RECOGNITION FROM THE FLOOR AT A SCHOOL BOARD MEETING**

If you wish to comment on an agenda item or during a public hearing, please observe the following governing rules, and complete the form below.

1. Please submit a completed *Recognition from the Floor* form to the Clerk of the School Board immediately preceding the School Board meeting or hearing.
2. When called to the lectern to speak, please state your name and address for the record.
3. Each speaker will be given a maximum of three (3) minutes to comment unless otherwise provided by the Chairman of the Board. Speakers may not "give" their time to someone else.
4. Speakers should limit their remarks so as not to repeat comments of previous speakers.
5. All comments must be directed to the Board. Debate between a recognized speaker and audience member is not allowed.
6. Speakers are encouraged to leave any written statements and/or comments with the Clerk of the School Board.
7. Recognized speakers and the audience should exercise courtesy at all times.
8. Additional guidelines and procedures or suspension or modification of the above rules and procedures may be adopted by the School Board as it deems appropriate for the effective, orderly and timely conduct of public hearings.

*Please be reminded that speakers must limit their remarks to topics germane to the public business of the school division.*

*The School Board will not hear statements involving cases under litigation, issues that have been scheduled for a public hearing, or complaints regarding individual employees or students.*

*Additionally, speakers appearing before the Board will not be allowed to campaign for public office, promote private business ventures, engage in personal attacks of anyone, or use profanity or vulgar language.*

*School Board policies, state law, and federal law establish separate and distinct procedures and forums for the resolution of employee grievances, employee complaints, employee suspensions and terminations, complaints against individual employees, pupil suspensions and appeals, political campaigns, and litigation. These separate and distinct procedures and forums have been established to assure fairness to all parties.*

*The individual dignity of board members, division employees, students, and members of the public must be respected by all speakers.*

**REQUEST TO SPEAK**

Topic of Concern \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Cell Number \_\_\_\_\_