

Portales Municipal Schools

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Portales, NM 88130

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www.portaleschools.com



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REQUEST TO ADDRESS THE BOARD OF EDUCATION

RULES FOR NON-BOARD MEMBER PARTICIPATION AT BOARD MEETINGS

All regular and special meetings of the Portales Municipal Schools Board of Education are open to the public.

The Board wants to hear the viewpoints of community members, and considers the responsible presentation of these viewpoints vital to the efficient operation of this school district. The Board also recognizes its responsibility for proper governance, and therefore, the need to conduct its business in an orderly and efficient manner. The Board therefore established the following procedures to receive input:

1. Any individual desiring to address the Board shall complete a form (Request to Address the Board) and return it via email: magomez@portaleschools.com, fax: 575-356-4377, turn in at the Administration office by 3:00 p.m. the day of the Board Meeting or at the Board meeting in the location of the meeting.
2. The Board President shall be responsible for recognizing speakers, maintaining proper order, and adhering to a time limit of thirty (30) minutes for all presentations and a maximum of five (5) minutes per speaker. In order to ensure that each individual has an opportunity to address the Board, the President may also set a time limit of less than five (5) minutes for individual speakers based upon the length of the comment period and number of requests received.
3. Questions of fact asked by the public shall, when appropriate, be answered by the President or referred to the Superintendent for reply. No action or discussion shall transpire among Board members regarding such questions or comments. Questions requiring investigation shall be referred to the Superintendent for later report to the Board. Questions or comments on matters that are currently under legal review will not receive a response.
4. Members of the public or invited guests may be recognized by the President to assist the Board with information for the conduct of its official business.
5. During an open session, the Board shall not hear personal complaints against personnel or any person connected with our organization unless other procedures provided by the Board for disposition of legitimate complaints involving individuals have been followed.

Retain the above portion for your information.

X-----X-----X-----X-----X-----X-----X-----X-----X-----X-----

Please detach this portion and give the Board President or Secretary

REQUEST TO ADDRESS THE BOARD OF EDUCATION

In order to address the Board, all of the following information must be provided

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Reason to Address the Board: _____

My specific concerns I wish to discuss with the Board are: _____

Do you have a child who attends Portales Municipal Schools? Yes or No
If yes, which school(s)? BECC, James, Valencia, Lindsey-Steiner, PJHS, PHS.