

**GUIDELINES FOR PUBLIC COMMENT  
DURING MEETINGS OF THE BOARD OF TRUSTEES OF THE  
BEDFORD-STUYVESANT NEW BEGINNINGS CHARTER SCHOOL**

**(January 2017)**

The Board of Trustees (the "Board") of the Bedford-Stuyvesant New Beginnings Charter School ("BSNBCS") welcomes public comment during its regular meetings. Please note, however, that **Board members may not respond to public comment during the meetings.**

**TIME** – The Board generally allows up to 15 minutes for Public Comment at the conclusion of meetings. **Each speaker may speak for up to three minutes.** A timer will be used and speakers should conclude their remarks when so advised by the Board Chair. The Board Chair will then invite the next speaker to begin. **Unused portions of time may not be allocated to another speaker.**

**TOPICS** – All comments should address a matter related to BSNBCS. We encourage those with comments related to BSNBCS' day-to-day operations to first address and, if possible, resolve those issues with BSNBCS' School Management Team. **The Board will not hear public comment that involves a complaint about an individual staff member, a personnel action, a student disciplinary matter, a complaint about an individual student, or pending litigation.** Such matters should be reduced to writing and sent to the Board Chair. Board members regularly reviews letters and emails sent to the Board.

**DECORUM** – The Board expects that each speaker will be courteous, modeling for our students how one can respectfully disagree with others' views. **Speakers will address their comments to the entire Board and not to one individual Board member, nor to the Executive Director, to a staff member, nor to the audience. Speakers will not engage in personal attacks.**

**SIGNING UP TO SPEAK** – **Speakers may request to be added to the speakers list by placing their name and the subject they wish to address on the speakers sign-in list posted on the day of the meeting outside the entrance to the meeting.** The list shall remain posted until such time as the standing committees of the Board have completed their reports to the Board at the meeting. **Speakers are called in the order in which they sign up.** Speakers may not speak more than once on a specific topic. Any person who would like an interpreter to assist them in providing public comment and any person with a disability who needs accommodation to provide public comment should notify the front desk at least three business days in advance of a meeting to request assistance. Efforts will be made to accommodate every person who has signed up to speak. However, given the Board's time constraints, **there is no guarantee that all who have signed up to speak will have the opportunity to do so during the meeting.**

**WRITTEN COMMENTS** – If a speaker would like to present written comments or materials to the Board, ten copies of the comments or materials should be provided to the Board at the meeting.

**THE BOARD RESERVES THE RIGHT TO AMEND THESE GUIDELINES AS NEEDED AND WITHOUT PRIOR NOTICE.**

**FAILURE TO ABIDE BY THESE GUIDELINES MAY RESULT IN THE TERMINATION OF THE RIGHT OF THE SPEAKER TO ADDRESS THE BOARD, WHETHER TEMPORARILY OR PERMANENTLY, AND MAY RESULT IN THE SPEAKER'S REMOVAL FROM THE MEETING. ALL SUCH DECISIONS SHALL BE AT THE DISCRETION OF THE BOARD.**