

# Bloomfield School District

## Public Commentary Guidelines

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The Bloomfield School District Board of Education welcomes public comments during its regular board meetings to offer suggestions on topics relevant to the Bloomfield Schools District. Topics may include suggestions for improving district services, policies, items currently on the meeting agenda, and etc. **Citizens who wish to speak during Board of Education meetings should register with the administration office by noon the day preceding the meeting by completing the Request to Address Board form.** Your request must be confirmed before your name will be placed on the list of possible speakers.

The Board President shall be responsible for recognizing speakers, maintaining proper order, and adhering to a time limit of **four (4) minutes** maximum 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 **four (4) minutes** for individual speakers based upon the length of the comment period and number of requests received.

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 in writing for later report to the Board. Questions or comments on matters that are currently under legal review will not receive a response.

Personal attacks or personnel issues against or upon Board members, staff, or other persons in attendance (or absent) by individuals who address the Board are prohibited. Presenters are cautioned that statements or representations concerning others that convey an unjustly unfavorable impression may subject the presenter to civil action for defamation. Policies KE, KEB, KEC, and KED are provided by the Board for disposition of legitimate complaints, including those involving individuals.

**The first three patrons to register for a given board meeting will be given an opportunity to speak for up to four minutes each.** Open comment time may not be used by district employees or their representatives to circumvent established communication, grievance, or negotiation procedures. District employees or their representatives may not comment on agenda items as a way to circumvent established communication, grievance, or negotiation procedures.

### Important:

- **Your request must be confirmed by us before your name will be placed on the list of possible speakers.**
- **You must register for comment time before noon of the day before the board meeting.**

**Please note:**

- Maximum of three speakers per board meeting
- Four-minute limit per speaker
- Public comments are welcome regarding:
  - New issues
  - New program/policy suggestions
  - Other issues that have not recently come before the board
- The Board may choose to limit the time, the number of speakers, or invite comment from additional speakers who have not signed up.
- Comments on items with scheduled public hearings (e.g., tax hearings, boundary recommendations) will be heard only during those scheduled hearings.
- **We will contact you to confirm that you are on the list of possible speakers for the board meeting. If you do not hear from us, that means we did not receive your message and you are not on the list. Please make sure we have personally contacted you before the meeting.**

**During this segment of the meeting, comments are not allowed regarding:**

- Items currently scheduled for the board agenda
- Bidding
- Contracts
- Employment or personnel issues
- Criticism of individual district employees
- Complaints where other appeals are available
- Repetition of issues recently discussed in a board meeting
- Items which have a separate public hearing

At its discretion, the Board of Education may allow time for district patrons to comment on items on the current board meeting agenda. The board will seek to allow different perspectives to be expressed.

For additional information, or if you have not received a confirmation, please contact the Administrative Assistant to the Superintendent by telephone at 505-634-3898 or by email at [board@bsin.k12.nm.us](mailto:board@bsin.k12.nm.us)