

PUBLIC COMMENT INSTRUCTIONS

Board of Education July 13, 2020 Regular Business Meeting

The Monday, July 13, 2020, the Moore County Board of Education regular business meeting will be held remotely and electronically to honor social distancing requirements related to the coronavirus pandemic. Moore County Schools is committed to providing opportunities for members of the public to view/listen to the meeting and to submit public comments in ways that resemble as closely as possible the normal processes for in-person public meetings.

Public Address Procedures

The Board appreciates the public sharing its views, concerns and commendations, and the members will be listening carefully. The purpose of public address is for the Board to hear from members of the public. By policy, the Board will not respond to speakers during the meeting. Matters of concern will not be responded to by the Board at the time they are addressed. They may be referred to a Board committee, the administration, or held over for further discussion at a subsequent meeting, as appropriate. The Superintendent will follow up with individuals as appropriate.

- Please sign up at least 5 minutes before the meeting begins. Please see below special public comment instructions for the July 13, 2020, Regular Business meeting of the Board of Education which will be conducted electronically. As recommended by public health officials in light of COVID-19, no visitors will be permitted to attend the meeting in person.
- A clock is displayed on the screen to allow the speaker to know when his/her time is up. The speaker is expected to stop when the countdown is complete.
- If the speaker has printed information to share with Board members, the items should be emailed to <mailto:spotter@ncmcs.org> who will be responsible for distribution. Those who wish to provide public comment but do not wish to speak may provide written comments that may be submitted via the procedures outlined below.
- Discussions regarding particular individual employees, student records, or other matters which are required to be kept confidential may not be discussed in this open forum setting. For complaints or grievances by or about individual employees, please reference Board Policy 8450 (Complaints), Board Policy 3900 (Grievance Procedure for Employees) or Board Policy 6902 (Student Grievances).
- All comments must be respectful and civil per ordinary rules of order and decorum.

View/Listen to the Regular Business Meeting

The meeting will begin at 1 p.m. After the call to order and approval of the agenda, the Board will go into closed session beginning at approximately 1:05 p.m. The Board will then return to open session to conduct public business at 1:30 p.m. Members of the public will have two ways in which to view or listen to all public portions of the meeting (i.e., every part except closed session):

- View a live video stream of the meeting with any web browser by [clicking here](#);
or
- Listen to the meeting by calling in by phone at 1-301-715-8592 (webinar ID: 895 3282 6995) while the meeting is in progress. Citizens who call in to this number will be muted to avoid inadvertent disruptions.

Public Comment

The public comment portion of the meeting will be held after the completion of the business listed before it on the meeting agenda. Members of the public will have the opportunity to submit public comments in one of two ways: (1) sign up in advance to receive a phone call during the public comment portion of the meeting and have their comments broadcast live on the video and audio feeds; or (2) submit a written comment by email during the designated time period to be read aloud by staff. Each person is limited to one public comment, whether written or spoken, per meeting.

By Phone: To receive a phone call to provide live public comment by telephone during the public comment portion of the meeting, citizens must sign up in advance between the hours of 12 and 1:25 p.m. on Monday, July 13. Citizens may sign up in one of two ways:

- Submit your name and phone number between 12 p.m. and 1:25 p.m. via email to mcspubliccomment@ncmcs.org; or
- Call the Moore County Schools Central Office at 910-947-2976, ext. 100222, between 12 p.m. and 1:25 p.m., state that you are calling to sign up for public comment, and leave your name and phone number.

Sign-ups will be time-stamped, and citizens will be called in order when it is their turn to speak. Comments will be limited to three minutes per person, as at regular in-person meetings. Please be available to receive a call at any time between 1:30 and 4:30 p.m., as it is difficult to predict exactly when previous business will be concluded and public comment will begin. Citizens who are not available when called upon to speak will lose their opportunity to offer comment, just as at regular in-person meetings.

In Writing: Citizens who wish to provide public comments in writing to be read aloud by staff during the public comment portion of the meeting may submit them in advance at <mailto:mcspubliccomment@ncmcs.org> between 12 p.m. and 1:25 p.m. on Monday, June 8 with the words "public comment" in the subject line.

Written comments will be time-stamped and read aloud during the public comment portion of the meeting in the order received **after** the telephone comments have been completed. Based on average speaking rates for a three-minute period, each comment will be limited to 400 words. Comments in excess of 400 words may not be read in their entirety. Comments must be received within the times designated above to be read aloud during the meeting. It is recommended that citizens who choose this approach draft their submissions ahead of time so they are ready at the time the submission window opens.

**Those who wish to provide written comment to the Board of Education but do not wish their comments be read aloud during the public comment address period may submit their written comment at any time to spotter@ncmcs.org who will then distribute to the Board of Education. There is no deadline or word count limit for comments distributed in this manner.*

Rules of Order and Decorum

All of the Board's [normal rules of order and decorum for public address](#) apply to comments submitted by telephone or in writing. The Chair may rule written comments out of order in the same manner as spoken comments.

Special Accommodations

Anyone who requires disability accommodations or may have trouble accessing phone or internet access is encouraged to contact Catherine Murphy at 910-986-5277 or cmurphy@ncmcs.org *prior to the day of the meeting* to explore whether alternative arrangements can be made for the submission of public comment.