

**HENRY FORD LEARNING INSTITUTE
BOARD MEETING – AUDIENCE PARTICIPATION SIGN-UP SHEET**

Any person wishing to address the Board about a topic related to Henry Ford Academy: Alameda School for Art + Design business during the period reserved for public comment at a Board meeting or where public comment is permitted for specific agenda items must sign up to be heard, in accordance with Board Policy.

1. If the Board posts an agenda item for Public Comments or Citizens to be Heard, the period reserved for general public comment at a Board meeting will be limited to a total of 30 minutes. Separately, the Board shall allow public comment on specific agenda items where a member of the public desires to speak to an item on the agenda. The Board may permit comments on a specific agenda item either before or during the board’s consideration of the item.
2. Each participant will be limited to 2 minutes to make comments to the Board either during general public comment or specific to an item on the agenda.
3. To facilitate an orderly meeting and respecting all participants’ time, any group of five or more persons is encouraged to appoint one person to present the group’s views to the Board and will be limited to 5 minutes to make comments to the Board.
4. Under the Texas Open Meetings Act, the Board is not permitted to discuss or act upon any issues that are not posted on the agenda for tonight’s meeting. This means that Board members are unable to deliberate, ask you questions, provide you with a response, or take any action related to your comments.
5. The Board has adopted complaint policies that are designed to secure, at the lowest possible administrative level, a prompt and equitable resolution of complaints and concerns. Each of these processes provides that, if a resolution cannot be achieved administratively, the person may appeal the administrative decision to the Board as a properly posted agenda item. For further information on those policies, please contact Deborah Parizek, Secretary, HFLI Board of Trustees. If the subject of your comment involves a pending grievance, please continue to seek resolution through the grievance process and address the Board only at the appropriate stage of that process.
6. Under the Texas Open Meetings Act, the Board may exercise its authority to discuss certain subject matters in closed session, including matters involving individual HFA Alameda School staff members and individual students. If your comment concerns one of these subjects, please address your concern through the complaint policies described above.
7. Please be aware that rules of decorum will be enforced during the public comment period. Personal attacks, name-calling, and rude or slanderous remarks will not be tolerated. Each participant is legally responsible for the content and consequences of his or her own statements. However, the Board welcomes input and constructive criticism, including criticism of any act, omission, policy, procedure, program or service.
8. The Board shall not tolerate disruption of the meeting by members of the audience. If any person disrupts the meeting by his or her words or actions, the presiding officer, or the Superintendent or designee may request assistance from law enforcement officials to have the person removed from the meeting and from the premises where the meeting is being held.
9. Any individuals wishing to use audio and/or video tape recorders, cassette recorders, or other recording devices to record a Board meeting must notify Deborah Parizek before the start of the meeting. The individual will sign a log indicating the type of recording device to be used and will then be given an opportunity to set up such equipment prior to the start of the meeting. Cameras shall be placed in inconspicuous corners of the meeting room, toward the rear, so as to permit an unobstructed view by the camera. No artificial lighting may be used. Cameras or other recording devices will be placed no closer than five (5) feet from the speaker’s table. Under no conditions shall a Board meeting be impeded or delayed as a result of the use of a recording device or camera, including but not limited to requests to change a tape or tape operator, to examine any defective or inoperative equipment, or to have a speaker repeat his or her statement.
10. Members of the news media and their equipment shall remain in a specified area in the Board meeting site.

Please fill in the information requested below and email Lisa Kreinbring at lisa@hfli.org if you wish to address the Board during the public comment period:

Name: _____

Address: _____

Telephone and email address: _____

Topic: _____