



OFFICE OF HISD BOARD SERVICES
Houston Independent School District

Citizen Participation in the Regular Board Meeting

Regular Board Meetings take place on the second Thursday of each month (except in July, when no Board meetings are held) and begin at 3:00 p.m. Please read the following guidelines carefully and contact the Board Services Office with any questions.

Guidelines for Participating in the Hearing of Citizens:

- Speakers on subjects that are not on the official meeting agenda speak during the Hearing of Citizens portion of the Board meeting, held after all agenda items have been considered.
- DEADLINE: Speakers for the Hearing of Citizens must register by 4:30 p.m. the day before the Regular Board Meeting.
- Hearing of Citizens speakers who have registered are called by name to the lectern when it is their turn to speak.
- Hearing of Citizens speakers must be present at the time their name is called.
- Hearing of Citizens speakers are limited to three minutes each.*
 - Please be aware that, per Board policy, only one ten-minute time slot is allowed for any particular viewpoint on a specific subject, which must be indicated on the registration form; preference is given to speakers who have not appeared before the board within the previous 90 days of the meeting and/or those who wish to present a matter not previously scheduled for a meeting.
- Copies of handout materials must be provided to Board Services with your completed registration form.
- Distribution of materials during Board meetings is not permitted.

Guidelines for Participating as a Speaker to an Agenda Item:

- Speakers to an agenda item address the Board of Education on items that the Board will vote on during the Regular Board Meeting.
- DEADLINE: Speakers to agenda items must register using the registration form before 11:00 a.m. the day of the monthly Regular Board Meeting.
- Agenda speakers who have registered using the form are called by name to the lectern when the item to which they have registered to speak is being considered.
- Agenda speakers must be present at the time their name is called.
- Agenda speakers can speak for up to three minutes.
- Copies of handout materials must be provided to Board Services with the completed registration form.
- Distribution of materials during Board meetings is not permitted.

Thank you for your cooperation in reading the above Guidelines.