

Community Education Council District 19
Public Comment Procedures for Calendar Meetings

Effective: July 9, 2025

The following procedures will govern public comment(s) at CEC 19 Calendar Meetings.

- Individuals wishing to speak **must sign** the speaker sign-in sheet **no later than 6:45pm** for the General Public Comment session.
- After each presentation on the agenda, Council Members will first be given the opportunity to ask questions and make comments.
- If time allows, the CEC 19 President will then open the floor to public comment specifically related to the presentation.
- If there is not enough time for the comment session, attendees will be asked to wait until the General Public Comment session to ask their questions, even if they are related to the presentation.
- During the General Public Comment session, each speaker will have up to two (2) minutes to provide feedback to the Council.
- A Council Member will serve as the Timekeeper, using public comment cards to notify the speakers when they have 30 seconds remaining and when their time has ended. The Administrative Assistant will provide the public comment cards.
- If a speaker disregards time warnings and/or is ruled out of order, the speaker's time will be forfeited, and the microphone will be turned off. If necessary, School Safety will escort the individual back to their seat.