

The School Board of Miami-Dade County, Florida

Request for Appearance before the School Board

(Please **PRINT** all information)

Name: _____

Date: _____

Address: _____

Telephone

Home: _____

Work: _____

Signature: _____

School/Organization (if any) that you represent or are speaking about:

Are you being compensated for your appearance?

Yes*

No

Do you work for Miami-Dade County Public Schools?

Yes

No

Date of Board Meeting for which you request an appearance: _____

Are you addressing an agenda topic or a topic not on the agenda?

(Check one)

Agenda topic

Non-agenda topic

Indicate the agenda topic or the nature of the subject on which you will be speaking.

Request for interpreter

(Check if applicable)

Indicate Language: _____

If you need special assistance, please call the Citizen Information Center at 305-995-1128 within three working days.

* If the answer is yes, please complete the lobbyist registration form required by School Board rule 6Gx13-8C-1.21.

Please Note:

1. An estimate of specific time for a speaker's appearance cannot be made. Persons wishing to appear before the School Board should be present in the School Board Auditorium at the commencement of the meeting, usually 1 p.m.
2. Any one speaker or spokesperson for a group shall be permitted to speak no more than two minutes on any one agenda item, no more than three minutes at the scheduled Public Hearings no matter how many issues that individual addresses, and no more than a total of ten minutes during the Board meeting, regardless of the number of agenda items or Public Hearing topics to be addressed, except in unusual circumstances determined and unanimously approved by Board Members. Additional comments may be presented in writing.
3. The Public Hearing for non-agenda topics is scheduled immediately following the conclusion of the regular agenda.
4. For Board rule changes, there will be no public speakers for the second reading if the following conditions are met: (a) the first reading has occurred, (b) a special public hearing has taken place, and (c) there are no changes for the second reading.

To be scheduled to speak before the School Board, this form, properly completed, must be submitted no later than **4:30 p.m.** on the **Monday preceding the regular Wednesday meeting date**, to the:

**Citizen Information Center
1450 N.E. Second Avenue, Room 158
Miami, Florida 33132
(Attention: Tammy T. Reed)
Phone: 305-995-1128
TDD: 305-995-2400
FAX: 305-995-1151**

As an alternative, a written request to the Superintendent of Schools will be accepted with the same deadline as above. The request should indicate:

- **name**
- **address**
- **telephone number**
- **organization you represent**
- **topic to be presented**

Procedures when not Scheduled under "Scheduled Public Hearings"

Generally, only on matters of grave public importance will the Board consent to permit a person not scheduled in advance to speak on a non-agenda item.

A written request to speak must be submitted to the Superintendent of Schools not later than 10:00 a.m. on the day of a regular Wednesday Board meeting. The request must include the speaker's name, address, subject, reason demonstrating good cause why the 4:30 p.m. Monday deadline was not met, and Board action requested. Board members present at the meeting must vote by a two-thirds (2/3) majority for the person to be heard. If such request is approved, the Board Chair shall allot the individual a maximum of three (3) minutes during the Public Hearing, no matter how many issues the individual addresses.