



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 Public Hearing topic (not on the agenda) ?
(Check one)

Agenda topic

Public Hearing 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 have a disability that requires an accommodation, you may call the School Board Administration Building Operations Department at (305) 995-1106 (voice) or call the Telecommunications Device for the Deaf (TDD) at (305) 995-2400. For accommodations or assistance, the request for assistance must be made at least 48 hours in advance. For special equipment (chair lifts, special wheel chairs, etc.) or other special assistance, such as a sign language interpreter or meeting materials, the request for assistance must be made at least five (5) days in advance.

***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. The total time allotted for the Public Hearing shall not exceed one and one-half hours.
3. For matters not on the Board agenda at the regularly schedule meeting of the Board each month, citizens will be heard during the scheduled Public Hearing immediately following the conclusion of the regular agenda, but no later than approximately 6:30 p.m.

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: Rolando A. Martin)
Phone: 305-995-1128
TDD: 995-2400
FAX: 995-1151**

Forms are also available on-line at <http://cic.dadeschools.net/>

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"

A person seeking consent to speak must submit, either before or during the meeting, a written request to the Board Chair. The request must include the speaker's name, address, subject, reason for requesting emergency handling of the request, 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 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.