



# 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 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.
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 at approximately 6:30 p.m.
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: Rolando A. Martin)  
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"**

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.