

River Trail PTO Meeting

Public Comment Overview and Instructions



RIVER TRAIL PTO

River Trail Middle School Parent Teacher Organization (the PTO) welcomes and encourages members of the school community to attend its meetings to remain abreast of the PTO's work, and to provide input on the PTO's decisions. The PTO reserves time to allow members of the school community to provide public comments, subject to the following procedures:

- ✓ Individuals who wish to speak should place their names on the sign-up sheet at the meeting site or before the meeting by contacting the PTO Secretary.
- ✓ The window for public comments will end after 20 minutes or when all speakers who signed up to speak have been heard, whichever occurs first.
- ✓ Speakers will be heard in the order in which they signed up.
- ✓ Speakers should begin by stating their name and connection or interest in the school.
- ✓ Each speaker will have 3 minutes to speak.
- ✓ The meeting Chair will signal a one minute warning and advise you when your time is up.
- ✓ Speakers may not address confidential student or personnel matters.
- ✓ Speakers will not be denied the opportunity to speak based on their viewpoint.
- ✓ Speakers should be courteous and professional. The meeting chair may terminate comments that are profane, vulgar, or defamatory.
- ✓ Speakers are encouraged to provide the PTO secretary with a written copy of their comments and other appropriate supporting documentation.

Please remember that the public comment period is designed to gain input from the public, not for immediate responses by the PTO.