

Norman E. Day School Advisory Council
Public Forum Guidelines
1/15/13

The Norman E. Day School Advisory Council encourages and embraces input from members of our school community. A meeting agenda will be published three business days prior to the School Council meeting. The procedures for community member participation at School Council meetings are:

Public Forum: The first ten minutes of each meeting will be set aside to seek input from school community members. Speakers must refrain from mentioning the names of any students or staff members. Private matters will be discussed with the school Principal at another time. Speakers during Public Forum must sign-in with their first and last name.

Agenda Items: A speaker may address an agenda item during Public Forum or request to be recognized, at the discretion of the Chairperson or Co-Chairs, at the time the item is discussed by the School Council.

Non-Agenda Items: A speaker may address non-agenda items only during the Open Forum portion of the meeting. Please notify the school Principal with at least 24 hours notice of the topic you want to address. The School Advisory Council won't take action on any non-agenda items until at least the next regularly scheduled School Council meeting; except by unanimous vote of School Advisory Council members present at the specific meeting.