

Procedure for Public Comment to SEAC-draft

All who wish to make a Public Comment are advised to email seac@acps.k12.va.us at least 24 hours in advance of the meeting. Those who email the SEAC email address 24 hours in advance are given priority, on a first-come first served basis. Individuals who are present at the meeting but did not email 24 hours in advance may speak if time permits.

The first agenda item of each meeting, after roll call and introductions, will be Public Comment. 15 minutes ~~of the meeting~~ will be allotted to Public Comment. The comment period will end early if all who are present to make a Public Comment have had the opportunity to do so.

Each person making a Public Comment will be given 3 minutes to speak. The Chair or another designated individual will keep track of time.

Individuals providing comment are advised that it is best to avoid giving their child's name. If a student's name is given, it will be removed from the written record of the Public Comment.

Public Comment will not be responded to ~~at the meeting~~ during the Public Comment period, however SEAC members may ask questions ~~during the meeting~~ about issues raised during New Business. A standard agenda item will allow for follow up to Public Comment and other SEAC and community questions and concerns. Additionally, the Executive Director of Specialized Instruction will direct the appropriate staff to address issues raised during Public Comment.

The Public Comment will become part of the meeting minutes. If the comments are submitted in writing, these will **become part of the meeting minutes**. If not, the Co-Secretary will record a summary of the comments made.

If an individual wanting to make a Public Comment does not wish to speak at a meeting, written Public Comment may be submitted to the SEAC email address. Written Public Comments will be distributed to the SEAC membership, noted at the meeting during Public Comment (for example, "A written Public Comment was received from John Johnson"), and added to the meeting minutes.

Attribution will be given for all comments. Anonymous Public Comments are not permitted by the School Board.