

**LINCOLN COUNTY SCHOOL DISTRICT #2
REQUEST FOR AGENDA PLACEMENT**

W.S. 16-4-403(b) states: "A member of the public is not required as a condition of attendance at any meeting to register his name, to supply information, to complete a questionnaire, or to fulfill and other condition precedent to his attendance. A person seeking recognition at the meeting may be required to give his name and affiliation."

Individuals should make their request to be added to the agenda fifteen (15) days prior to board meeting and will be required to complete a "Request for Agenda Placement" sheet that will be available to the public at the School District Office.

Each organization or group should designate one spokesperson.

Your Name: _____

Address: _____

City: _____ State: _____ Telephone: _____

Subject that you would like to address: _____

Whom do you represent? _____

Additional comments: _____

Speakers will be recognized by the chairman of the board and may make objective comments on school operations and programs. The Board will not permit, in public session, any expression of personal complaint about school personnel. Personnel matters are not appropriate topics to be discussed at regular board meetings. State law requires that such matters be entertained in executive session as arranged by the Board. Speakers will not be permitted to participate in gossip, make defamatory remarks, or use abusive or vulgar language. Speakers will be advised that their comments must be limited to items which relate directly to the school district and will be made a part of the permanent recorded minutes of the meeting. The board chairman may place time limits on speakers and will maintain the prerogative to discontinue any presentation which violates any of the public participation guidelines.

To achieve orderly meetings, the Board may regulate the conduct of the public, and if any meeting is willfully disrupted by a person or group of persons, the Board, in accordance with law, "may order the removal of such person or group from the meeting room and continue in session or may recess the meeting and reconvene at another location."