

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 1.404.3

Request to Address the Board

According to Oak Ridge Board policy 1.404, if an individual wishes to address the Board on an item on the agenda, he/she may sign up on the form provided before the beginning of the board meeting to request time to speak.

Individuals speaking to the Board shall address remarks to the chair and may direct questions to individual board members or staff members only upon approval of the chair.

Each person speaking shall state his/her name, address, and subject of presentation. Remarks will be limited to 3 minutes.

Groups wishing to appear before the Board shall select only one (1) individual to speak on the group's behalf.

Fill out the information below. Return this form to the School Superintendent.

Name: _____

Address: _____

Phone: _____ Email: _____

Subject of Interest: _____

Signature of Requestor: _____

Date of Request: _____