

MSC PUBLIC FORUM GUIDELINES

1. Public Forum:
 - a. Is an opportunity for members of the public to share information with the Board.
 - b. Each individual will be afforded three minutes to provide comments
 - (1) If subsequent comments from other individuals become repetitive of previous, comments will be limited to one minute.
 - (2) The Board can allow additional time, if they deem it appropriate
 - c. Is not a time for debate with the Board.
 - d. Is not a time for Board to provide a response; Board will not comment on comments from the public.
 - e. Is a time to discuss issues, not individuals; other avenues exist for individual personnel complaints.
2. In order to later respond to concerns expressed during public forum, the Board requires the name and address of all public forum speakers. All speakers are required to sign up prior to the beginning of the start of the public forum. Only individuals who have signed up prior to public forum will be allowed to address the Board. A signup sheet will be made available at the front of the board table.
3. If a group would like to speak to the Board, the board requires a spokesperson be selected and present on behalf of the group. This person should sign-up on the signup sheet.
4. During times when the Board must conduct meetings virtually, or when a member of the public wishes to comment but cannot be present for an in-person Board meeting, the public can submit comments electronically or by U.S. mail for the Board to consider during public forum. Written public comments must also include the name and address of each public commenter. The preferred method of submission is to send comments via e-mail to the Board Chair to the following address: board-chair@montessori-camden.com. In order for public comments to be considered, they must be submitted via e-mail by 12:00 p.m. EST on the day before a scheduled Board meeting (the dates of each meeting are available for review on the Governance subsection of www.montessori-camden.com). Public comments submitted via U.S. mail should be sent at least one week prior to a scheduled Board meeting, and should be mailed to:

The Montessori School of Camden
Attn: President of the Board
Two Montessori Way
Camden, SC. 29020
5. Written public comments shall be limited to 300 words or less and will be subject to all the aforementioned provisions within these guidelines. The Board Chair reserves the right during public forum to combine/summarize written public comments of a similar nature and to paraphrase content in order to optimize time efficiency.
6. Public forum is limited to a total of 30 minutes, including review of written submissions. The Board Chair has the discretion to limit the number of written comments in order to be compliant with this timeframe.