

## REQUEST TO APPEAR BEFORE THE BOARD OF TRUSTEES

This form must be completed and emailed to **boardoftrustees@xaviercatholicschools.org** at least 14 (fourteen) days before the meeting at which you wish to speak. Your request will be reviewed and one of the three recommendations will be made:

1. Appearance before the board at the next regular meeting.
2. Appearance before the board in executive session.
3. Referral of your request to the appropriate administrator.

Permission to appear before the board at a regular meeting is subject to the following:

1. Presentations shall not exceed 5 (five) minutes.
2. Subject matter, other than policy issues, will be referred to system administrators.
3. Comments shall be limited to issues and not refer to personalities.
4. Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
5. Typed copy, or an outline of your presentation must be included with this request form.

Name (please print) \_\_\_\_\_

Home address \_\_\_\_\_

Email address \_\_\_\_\_

Telephone number \_\_\_\_\_

Individual or organization (if any) you represent \_\_\_\_\_

Organization's address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Board of Trustees Chair signature \_\_\_\_\_

Date received \_\_\_\_\_

Time received \_\_\_\_\_

Note: The Board of Trustees Request to Appear does not apply to special board meetings unless the special meeting is a public hearing.