

Public testimony may be given in-person during persons to be heard/public comment on action and non-action items or be submitted in writing and emailed to the School Board using the email link located on the [School Board website](#).

### **Preparing Your Testimony**

- To distribute written materials provide 10 copies.
- Know what you want to say, be precise and specific.
- Have someone review your text or listen to your comments.
- Summarize the three main points of your comments.
- Offer a solution and be constructive.
- Practice and time yourself (3 minutes or less).

### **Tips for Testifying**

- Limit of 3 minutes per person per meeting for non-agenda items. Limited to two half-hour sections per regular meeting.
- Limit of 3 minutes per person per meeting for public comment on action/non-action items.
- Arrive by 6PM. Persons to be Heard is one of the first items on the agenda. Persons to be Heard is for non-agenda items only.
- Agenda items will be available for public comment during Public Comment on Action/Non-Action Items.
- Sit near the front of the room and when it is your turn to testify, go to the podium.
- Limit your comments to three minutes.
- Speak directly and closely to the microphone.
- Individuals may not discuss complaints against individual employees.
- Address the chair and members. Introduce yourself and/or group you are representing: "Mr./Madam Chair and members of the School Board, my name is **(your name)** and I represent myself and/or **(name of your group)** group."
- Be clear, concise, and logical. Be polite and keep it short (three main points can be easily remembered).
- The Board may or may not refer your concern to administration for further study. The Board will not respond to your comments, this is your opportunity to be heard. If you promise to provide more information be sure to follow through.
- If you represent a group, explain how your position was reached. If supporters are present you may ask them to stand up to show their support.
- Thank the Board for the opportunity to speak.
- Telephonic testimony may be given on Action Items only. Members of the public wishing to provide testimony telephonically must sign up **no later than 3pm the day of the meeting** by calling or emailing School Board Administrative Assistant Stacy Escobedo.  
[Stacy.Escobedo@matsuk12.us](mailto:Stacy.Escobedo@matsuk12.us) 907-746-9272