



# The School Board of Miami-Dade County, Florida Request for Appearance before the School Board

(Please **PRINT** all information)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Signature: \_\_\_\_\_

School/Organization (if any) that you represent or are speaking about:

\_\_\_\_\_

**Are you a "lobbyist" as defined in School Board Policy 8150?**     Yes                       No  
A "lobbyist" is, among other things, a speaker who is employed by or receives payment to represent an entity or person that is seeking to do business with the School Board. If the answer is yes, please complete the lobbyist registration process with the School Board Clerk as mandated by Board Policy 8150.

**Do you work for Miami-Dade County Public Schools?**                       Yes                       No

**Date of Board Meeting for which you request an appearance:** \_\_\_\_\_

**Are you addressing an agenda topic or a Public Hearing topic not on the agenda?**  
(Check one)

Agenda topic                     

Public Hearing topic                     

**\*Please Note: Speakers are prohibited from discussing their own pending court cases and filed claims or complaints against the District or District personnel. (SB Policy 0169.01- (E) Decorum)**  
**Indicate the agenda topic or the nature of the subject on which you will be speaking.**

\_\_\_\_\_  
\_\_\_\_\_

Request for interpreter                                            Indicate Language: \_\_\_\_\_  
(Check if applicable)

If you have a disability that requires an accommodation, you may call the School Board Administration Building Operations Department at (305) 995-1106 (voice) or call the Telecommunications Device for the Deaf (TDD) at (305) 995-2400. For accommodations or assistance, the request for assistance must be made at least 48 hours in advance. For special equipment (chair lifts, special wheel chairs, etc.) or other special assistance, such as a sign language interpreter or meeting materials, the request for assistance must be made at least five (5) days in advance.

## Please Note:

- |    |   |
|----|---|
| 1. | An estimate of specific time for a speaker's appearance cannot be made. Persons wishing to appear before the School Board should be present in the School Board Auditorium at the commencement of the meeting, usually 11:00 a.m. Pursuant to its Policies, proposed Board member resolutions will presented at 11:00 a.m.. Upon vote being taken, the Board will recess to present the approved resolutions. The Board will then reconvene the regular meeting, including other hearings, in accordance with the Policies of the Board, at approximately 1:00 p.m.   |
|    |   |
| 2. | Any one speaker or spokesperson for a group shall be permitted to speak no more than two minutes on any one agenda item, no more than three minutes at the scheduled Public Hearings no matter how many issues that individual addresses, and no more than a total of ten minutes during the Board meeting, regardless of the number of agenda items or Public Hearing topics to be addressed, except in unusual circumstances determined and unanimously approved by Board Members. Additional comments may be presented in writing. The total time allotted for the Public Hearing shall not exceed one and one-half hours. |
|    |   |
| 3. | For matters not on the Board agenda at the regularly scheduled meeting of the Board each month, citizens will be heard during the scheduled Public Hearing which shall begin no later than approximately 6:30 p.m. The Chair may begin calling speakers who are present immediately following the conclusion of the regular agenda. The public hearing shall not conclude before 4:30 p.m. unless all speakers signed up to speak are present and have been given the opportunity to speak.   |
|    |   |
| 4. | Pursuant to Board Policy 0169.1, Speakers commenting on agenda items shall confine their comments solely to the agenda item being discussed. During the public hearing, speakers must limit their remarks to matters related to the business of the District. Speakers are prohibited from discussing their own pending court cases and filed claims or complaints against the District or District personnel. Speakers may not use any form of profanity or loud abusive comments.   |

**To be scheduled to speak before the School Board, this form, properly completed, must be submitted no later than 4:30 p.m. on the Monday preceding the regular Wednesday meeting date, to the:**

**Citizen Information Center  
1450 N.E. Second Avenue, Room 102  
Miami, Florida 33132  
Phone: 305-995-1128  
TDD: 305-995-2400  
FAX: 305-995-1151  
Email Address: [Request4Appearance@Dadeschools.net](mailto:Request4Appearance@Dadeschools.net)**

Forms are also available on-line at <http://cic.dadeschools.net/>

For procedures when not scheduled for appearance, please refer to Board Policy 0169.1