Clear Form

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

(Please PRINT all information)

Name: _____ Date: _____

Address: _____

Phone Number: _____ Email address: _____

Signature: _____

Date of Board Meeting for which you request an appearance: _____

Are you an employee of Miami-Dade County Public Schools? Yes ☐ No ☐

Are you a parent of a Miami-Dade County Public Schools student? Yes ☐ No ☐

Are you a registered "lobbyist" (see explanation below) * as defined in School Board Policy 8150?

Yes ☐ No ☐

Indicate the Agenda Item number(s) on which you will be speaking.

Agenda Item number (s): _____

Indicate the Public Hearing Topic(s) on which you will be speaking:

School-site ☐ Please provide the name of school: _____

Academics ☐ Transportation ☐ Personnel ☐ Budget ☐ Other ☐

Please provide details regarding your Public Hearing topic(s) _____

_____

Request for interpreter ☐
(Check if applicable)

Indicate language: _____

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/hearing/meeting is asked to advise the agency at least 5 days before the workshop/hearing/meeting by contacting Office of Americans with Disabilities Act – 305-995-7104. If you are hearing or speech impaired, please contact the agency by calling Office of Americans with Disabilities Act – 305-995-7104 or TDD Telecommunications device for the deaf at 305-995-2400 or send an email to carmengmolina@dadeschools.net.

For accommodations or assistance, the request for assistance must be made at least 48 hours in advance. For special equipment (chair lifts, special wheelchairs, 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.

** A "lobbyist" is, among other considerations, 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, a lobbyist registration must be completed.*

Please note that 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 - (G) Decorum)

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 be 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
Email Address: Request4Appearance@Dadeschools.net

If the Monday preceding the regular meeting date falls on an observed District holiday, this form must be submitted no later than 4:30 p.m. on the Tuesday preceding the regular Wednesday meeting date.

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.