

Participation by the Public at School Board Meetings

Regular School Board Meetings. Contact the Superintendent's Office at 571-252-1020 or via email at clerk@lcps.org prior to 5:00 p.m. the day of the School Board meeting. You will be asked to provide your name, address and telephone number, subject matter, and organization represented, if applicable. The Public Information Officer or designee will accept walk-in registrations in the media box at the back of the Board room up to five (5) minutes prior to the posted start time of the Board meeting.

Public Hearings. Speakers at public hearings shall limit their comments to the matter that is the subject of such public hearing. The same sign-up requirements would apply as stated in Paragraph (B)(1) above with the exception of Attendance Zones Public Hearings in which case contact the Department of Planning Services at 571-252-1050 or register on the online sign-up located on the LCPS website (www.lcps.org) prior to 5:00 p.m. on the day of the hearing. A designee from the Planning Office will accept walk-in registrations in the media box at the back of the Board room up to five (5) minutes prior to the posted start time of the public hearing.

Committee Meetings. Prior to the posted start time of the Committee meeting a designee will accept walk-in registrations in the posted Board room and/or conference room.

Distribution of Materials to School Board Members. Copies of materials for Board members should be given to the Public Information Officer or designee in the media box at the back of the Board room prior to the start of the meeting for distribution to Board members. Please provide 12 copies of materials. Under no circumstances will a speaker approach the dais.

Time Allotment. Speakers must limit comments to the time allotted by the Chair and announced prior to the public comment period. The Chair determines the time based on the number of speakers and the agenda, but not to exceed five (5) minutes.

Assistance. Those who need translation/interpretation assistance or a reasonable accommodation for any type of disability in order to be able to participate meaningfully in School Board meetings or public hearings should contact the Superintendent's Office at least three days prior to the meeting. The speaking time will be doubled for speakers requiring translation/interpretation assistance when requested.

Other Communications to School Board Members. The School Board also is open to receiving comments outside of school board meetings as an alternative means of public participation. To e-mail all members of the School Board, please use lcsb@lcps.org.

Please see [Policy 2520](#) for full details.