

PUBLIC TESTIMONY INSTRUCTIONS

The Board of Education considers public opinion by hearing testimony during Committee and Board Meetings. There is a sign-in sheet located to left when entering the Board room. Testifiers must sign in and provide their name, organization, and the agenda item they will reference. Please note that testifiers are recognized by the testimony sign-in sheet, and will only be called to share if they are listed.

Testifiers will be called up by name and allowed four minutes to share their testimony with the Committee/Board. A bell will ring to notify the testifier of when there is one minute remaining, and a buzzer will alert the testifier that their time has expired. At this time, the testifier will need to finish their last statement unless otherwise directed by the Committee/Board Chair to continue. Afterward, the Committee/Board members will have the opportunity to ask questions (if any) and the testifier will be excused to their seat in the audience.

EXAMPLE OF TESTIMONY SIGN-IN SHEET

TO GIVE PUBLIC TESTIMONY, PLEASE SIGN IN Page _____ <i>Mahalo</i>	
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*** Any interested person may submit data, views, or arguments in writing to the Board on any agenda item. An individual or representative wishing to testify should register prior to the meeting. Testimony must be related to an item that is on the agenda and such person shall be required to identify the agenda item to be addressed by the testimony. Each individual or representative of an organization is allotted two minutes, or an amount of time otherwise designated by the Chairperson, to provide testimony to the Board.*

<i>Please print legibly.</i> Name	Written Testimony submitted Y/N?	Organization/ Department	Agenda Item Reference
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