



PUBLIC COMMENT GUIDELINES

ROYSE CITY ISD BOARD OF TRUSTEE MEETINGS

Royse City ISD welcomes public comment during Board meetings. Requests may be submitted in person before the meeting deadline.

Public Comment Participation

Individuals who wish to participate during the portion of the meeting designated for public comment will sign up with Lisa Cook, Administrative Assistant to the Board, before the meeting begins at the entrance of the meeting room. Individuals will indicate on the Public Comment Card the agenda item or topic on which they wish to address the Board.

- Comment cards must be submitted to the Administrative Assistant to the Board **by 5:15 p.m.** on the night of the meeting.
- Open Forum/Public Comment is at the beginning of the meeting, which starts at 5:45 p.m.
- At Regular Board Meetings, individuals may comment on an agenda item or a topic not on the agenda.
- At Special Meetings, comments are limited to items on the agenda.
- An individual's comments to the Board will not exceed three minutes per meeting.

Public Comment Guidelines

To protect individual privacy rights and maintain a respectful forum, public comments may not address the following:

- Personnel Matters: Individual employee job performance, evaluations, disciplinary actions, or internal investigations.
- Confidential Student Information: Identifiable details, academic/disciplinary records, or specific student names protected under FERPA.
- Pending Legal Matters: Active criminal investigations, pending litigation, or ongoing legal claims involving the district.
- Prohibited Conduct: Defamatory statements, personal attacks, obscene language, or disruptive behavior.

Questions & Comments

If you do not wish to speak during public comment but would like to submit a question or concern to the Board of Trustees, please email **boardtrustee@rcisd.org**.

Please include your full name and contact information. Anonymous communications will not receive a response.

Complaints & Concerns

The presiding officer or designee will determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution:

- Employee complaints: DGBA
- Student or parent complaints: FNG
- Public complaints: GF

Disruption

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting.