

Public Comment (Verbal and Written) Procedure for Teleconference Meetings

The California Montessori Project (“School”) welcomes participation at the School’s Governing Board meetings. The purpose of a public meeting of the Governing Board (“Board”) is to conduct the affairs of the School in public. Your participation assures the Board of continuing community interest in CMP.

To assist you in the ease of submitting a public comment at Governing Board meetings, the following guidelines are provided:

1. Agendas are posted on the CMP Website and can be located on the home page under “Quick Links,” as well as on the Governing Board page, under “Meeting Documents.”
 - a. The Agenda has the Zoom link for you to use to log into the meeting.
2. In order to speak to the Board on the live Zoom meeting and have the Board hear your comments directly you must submit the “Request to Address the CMP-Governing Board” Google form. The form is available to all members of the public who wish to address the Board under the general category of “Public Comment” or address any specific agenda item(s). This allows you to be put in the queue for a specific agenda or non-agenda items.
 - a. The link for the Google form is on the agenda.
 - b. If you wish to address the Board during the meeting, this form must be filled out.
3. Public Comment is the portion of the meeting that is set aside for members of the public to address the CMP-Governing Board regarding matters not on the agenda but within the Governing Board’s subject matter jurisdiction. The Governing Board is not allowed to act on any item which is not on the agenda, except as authorized by Government Code Section 54954.2.
 - a. Please note, due to public meeting laws, the Board can only listen to your comment, not respond or act. The Board may give direction to staff to respond to your comment.
4. With regard to items which are on the agenda, you will specify the agenda item on your ‘Request to Address the CMP-Governing Board’ Google form.
 - a. Please indicate the item you are planning to comment on in the following manner: ‘Action Item #1’, or ‘Informational Item #5’.
5. With regard to general Public Comment, as well as comments regarding specific agenda items:
 - a. Individuals submitting public comments are limited to a single comment per agenda item.
 - b. Please submit a separate form for each item on which you are commenting.
 - c. Public comments may be submitted up until the agenda item for which you wish to comment on.

- d. All comments will be provided to the members of the Board after the Board Meeting.
 - e. Please be aware that written public comments, including your name, may become public information.
 - f. All public comments will be limited to three (3) minutes which is approximately 1,800 characters.
 - g. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes.
 - h. The Board may limit the total time for public comment to a reasonable time.
 - i. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting.
 - j. Comments will either be read by the Governing Board Secretary, Board Designee or will be read aloud by the member of the public wishing to address the Board.
6. “Request to Address the CMP-Governing Board” Google Form specifics:
- Name (first and last) (optional)
 - Campus Affiliation (optional)
 - Please choose which type of comment you will be making (required)
 - Note: Public Comment addressing an issue not on the agenda (to be addressed in the 'Communication from the Public' section of the board agenda)
 - Note: Public Comment addressing an agenda item (if speaking on an agenda item, you will be called to make your comment preceding that item)
 - If you are making a Public Comment regarding a non agenda item, to be addressed in the 'Communication from the Public' section of the agenda, please provide the topic you will be addressing. Please note, if you would like the Board Secretary to read your comment, please use the space below to write it out and note it is limited to three (3) minutes, which is about 1,800 characters. * (required)
 - If you are making a Public Comment regarding an agenda item, which item # will you be addressing? Example: Action Item #5 or Informational Item #3. (optional (depending on how you answer the question above))
 - Would you like your comment read into the record? Please note, all comments received will be provided to the members of the Board in writing. * (required)
 - Yes, and I will be present to make my public comment
 - Yes, and I would like the Board Secretary to read my comment
 - No, please provide my comment to the Board in writing
7. You may also send communication to the CMP Governing Board by emailing the Governing Board Secretary, Carrie Klagenberg at cklagenberg@cacmp.org, or individual Board Members. Board Members email address can be located on the Governing Board Page on the CMP Website.