

Public Comment Guidelines

The Albemarle County School Board welcomes public input on matters related to School Board governance and Division operations.

Members of the public may sign up to speak during public comment in the following ways:

1. Online: Online sign-up opens at 9:00 a.m. on the Monday of the meeting week and closes at 2:00 p.m. on the day of the meeting.
2. By telephone: Members of the public may call the School Board Clerk's Office at 434-972-4055 to sign up until 2:00 p.m. on the day of the meeting.
3. In person: For meetings held in person, sign-up is available at the meeting beginning at 6:00 p.m. and will remain open until the Chair begins the Public Comment portion of the meeting.

Public comment is not provided at special meetings unless included on the meeting agenda.

When there are 13 or fewer speakers, each speaker will have three minutes. When there are 14 or more speakers, each speaker will have two minutes. The total public comment period will not exceed 40 minutes unless the Board votes to extend the time.

The maximum number of people or groups permitted to speak at a meeting is 20. If more than 20 people or groups sign up, each will be assigned a number, and speakers will be selected through a random drawing. Those who are not selected may sign up to speak at a subsequent meeting or submit written comments for the School Board's consideration.

When recognized, speakers should come forward and state their name and address or magisterial district for the record.

Public comment should be addressed to the School Board as a body and should relate to School Board governance or Division operations. Speakers may refer to individual Board members, Division leaders, or staff when their comments concern official actions, decisions, or matters within the authority of the School Board or the operation of the School Division. All comments should be made in a professional and respectful manner.

Public comment is not a forum for debate or for questions directed to individual Board members or staff. Threats, profanity, obscenity, disclosure of confidential student information or private personal matters, and conduct that disrupts the orderly operation of the meeting are not permitted.

A timer will be used to track each speaker's time. When time has expired, the speaker should conclude promptly. Written comments and supporting material may be provided to the Clerk for the Board's consideration.

To help maintain order and allow each speaker to be heard, please do not clap, boo, or otherwise audibly express support or opposition during public comment. Those wishing to show support may raise a hand or stand.

The Board will not engage in discussion with speakers during public comment. Board members may address matters raised during public comment later in the meeting under Other Business, as appropriate.

Use of the projection system is reserved for staff presentations associated with scheduled agenda items.