



Albuquerque Public Schools  
Board of Education

**Request to Participate in Public Comment**

You are cordially invited to address the APS Board of Education.

Proper decorum is expected to be followed at all public meetings of the Board of Education. Detailed information regarding expectations of the Board of Education for proper decorum can be read in the Public Participation at Board of Education Meetings procedural directive. By signing this document, you are agreeing that you acknowledge and will adhere to the provisions and expectations outlined in that procedural directive. A copy is available for you to read prior to signing this document. This form must be turned into the appropriate staff member **before the start of the public comment period** if you wish to speak during public comment.

The public comment period is limited to forty-five (45) minutes. Generally, your comments will be limited to **two (2) minutes** but may be shortened to **one (1) minute** if there are twenty-three (23) or more speakers signed up to speak during public comment to allow more speakers to be heard.

You must be present in the room at the time the board recognizes you to speak or you will forfeit your opportunity to speak. Once recognized, a speaker cannot transfer or delegate their time to others.

A summary of expected behavior includes, but is not limited to:

- Directing your comments to the Board of Education
- Addressing the board only at the appropriate time as indicated on the agenda and when recognized by the board president or presiding officer
- The use of posters, banners or other items may be generally acceptable. However, the board president or presiding officer may request speakers and audience members to refrain from using them under certain circumstances listed in the procedural directive
- Identifying oneself and speak within the allotted time available for each individual speaker
- Conducting oneself responsibly, civilly, courteously and with due respect
- Recognizing that the Board encourages you to speak about topics of concern, not personnel believed to be responsible
- If the speaker wishes to distribute documents to the board members, the speaker shall provide the district employee responsible for public forum sign in twelve (12) copies of the documents at the time the speaker signs up to speak

If you fail to comply with expected behavior, the board president or presiding officer shall be authorized to:

- Interrupt you to remind you of proper decorum requirements
- Dismiss you before your time has concluded
- Request you leave the meeting
- Request the assistance of law enforcement officers to remove you from the meeting if you refuse to leave
- Recess or adjourn the meeting as a result of your conduct
- Request law enforcement officers to possibly arrest you or file criminal charges against a speaker who is violation of this procedural directive pursuant to §30-13-1 NMSA 1978

If you are unable to convey your message within your allotted time, or are not able to speak within the 45-minute public forum, you may submit your comments to the Board of Education in an alternate setting as described below.

I acknowledge the standards of etiquette and conduct for public speakers and will adhere to the statements listed in this form:

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**Signature**

**Subject or Agenda Item to be addressed:**

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**Name (please print legibly)**

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**Address**

**Zip Code**

**Telephone**

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**Email Address**

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Please give this form to the Board Services Office Personnel.

If you wish to provide comment to the Board of Education in an alternate setting, you may contact them in any of the following ways:

Call us at: (505) 880-3729  
Email us at: [boarded@aps.edu](mailto:boarded@aps.edu)  
Send us a letter at: Board of Education  
P.O. Box 25704  
Albuquerque, NM 87125-0704