

| Standard Operating Procedure Outline | | | |
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| Category: | School Board Operations | Department: | Metropolitan Nashville Board of Public Education |
| Procedure: | Requests to Appear at Board Meeting | | |
| Policy Reference # : | SBO 1.101 | Version: | 1.0 |
| | | Date: | August 19, 2009 |
| Operational Objective(s) | | | |
| <ul style="list-style-type: none"> To ensure timely and orderly board meetings by allowing advance requests of individuals/organizations to appear before the Board of Education | | | |
| Procedure | | | |
| <p>The Metropolitan Nashville Board of Public Education regularly holds two public meetings on the 2nd and 4th Tuesday of each month unless otherwise advertised. The Board hears public comment at 2nd Tuesday meetings.</p> <p>Process to request to appear before the Board of Public Education:</p> <ol style="list-style-type: none"> Requests must be received by the Friday (two days in advance) before the scheduled meeting. Send a letter (by email or fax) to request appearance before the Board that includes: Name, Address, Phone, Email, Speaker and Topic, and Board Meeting date. Once the request to appear has been approved you will be notified by email or a phone call. Speaker should arrive at least 10 minutes prior to start of meeting and a Board staff member will greet you. If Speaker has information for distribution, must have at least 20 copies. Speaker has 3 minutes at the podium. <p>Please send your request for appearance and any other information to the Board Administrator via email at board.administrator@mnps.org, fax 214-4480, or mail to 2601 Bransford Avenue, Nashville, TN 37204.</p> | | | |
| Performance Measure/Accountability | | | |
| <ul style="list-style-type: none"> Continuous evaluation of procedure to ensure efficiency and compliance with all regulations | | | |