



POLICY TITLE: Policy on Public Comments at Board of Directors Meeting.	
DEPARTMENT: N/A	ORIGINATION DATE: January 26, 2025
CATEGORY: Board of Directors Meeting	EFFECTIVE DATE:

PURPOSE

To provide members of the community and stakeholders opportunity to address the Board of Directors of Crescent View Academy on matters pertinent to the Board’s responsibilities.

PROCEDURE AND GUIDELINES

1. Individuals or groups wishing to address the Board must submit a written request at least two (2) business days prior to the meeting.
2. Request shall be sent via email to board@crescentview.org
3. Request should include speakers name, contact information and a summary of the topic to be addressed.
4. Request may not be granted if topic is not pertinent to the Board’s role and responsibilities.
5. The Board is not obligated to respond to public comments during the meeting.
6. The Board may choose to address public comments later, such as during a future meeting or in writing.
7. The Board Chair may interrupt a speaker if they deviate from the topic or topic is not pertinent to the Board’s responsibilities.

TIME ALLOTMENT

1. Total time allotted for public comment is 15 minutes per meeting.
2. If there are multiple speakers, time will equally be divided between speakers.

DEFINITIONS

“Board”: Crescent View Academy Board of Directors

REVIEW/APPROVAL SUMMARY

REVIEW/REVISION DATES:	
<i>(Dates in parentheses include review but no revision)</i>	
APPROVAL BODY(IES): Crescent View Academy Board of Directors	APPROVAL DATE: Not Approved Yet

All Crescent View Academy official policies are maintained electronically and are subject to change. No printed policy should be taken as the official policy except to the extent it is consistent with the current policy that is electronically maintained.