

- Any person who wishes to speak on a posted agenda item, may do so during the comment period which shall be made available for each agenda item and shall precede the Board's discussion and/or action on each agenda item.
- Any person who wishes to speak on an agenda item must first submit a fully completed and signed "Speaker's Card/ Request to Appear" to the Boards recording Secretary before the start time of the meeting.
- The Speaker's/ Request to Appear Card must be completed with the following information:
 - I. The speaker's printed name.
 - II. The speaker's physical address.
 - III. The agenda item on which the speaker would like to speak.
 - IV. The speaker's signature.
- Speakers who have properly submitted a Speaker's Request to Appear Card shall be recognized by the chairman and given a time limit of three minutes to voice their concerns on that agenda item.
- A speaker must limit his, or her, comments to the agenda item.
- All speakers must refrain from making defamatory or accusatory comments.
- Any person attending the meeting, who wishes to speak on a topic that is not on the posted agenda, must first submit a fully completed and signed Speaker's Card to the Boards recording Secretary or President before the start time of the meeting, with the topic that they wish to discuss. At the discretion of the President/Chairman, the individual will either be allowed to address the Board on this non-agenda item, or be instructed to file a Work Request or complaint with the District Superintendent after the meeting or with the District staff during normal business hours. In the event the Chairman grants the individual the floor to speak on their non-agenda topic, the speaker will be recognized and instructed by the chairman that they will be given a time limit of 3 minutes to voice their concerns on that topic. As required by law, the topic may only be added to the agenda after a unanimous vote of the board. However, the comments would be heard and put into the record, even if it is not added to the agenda.
- Only upon a motion of a board member and a unanimous vote of the board may the rules of the comment period be suspended.
- Only those persons who have been given the floor to speak will be allowed to do so.
- Persons speaking without being given the floor, or committing other disruptive behavior, shall be called to order by the chairman and warned if they continue such behavior they will be ordered to vacate the premises.
- Failure to leave the premises after being ordered to leave the premises will result in charges being filed with the Calcasieu Parish Sheriff's Office.