

Policy #011
Arizona State Board of Education Policy Regarding
Presentations at Board Meetings
Adopted October 23, 2017

Purpose

The purpose of this policy is to set a standard of expectations for presentations that will facilitate efficient yet informational meetings.

Policies

1. For the purposes of this policy, "President" means the President of the Board or the presiding officer.
2. If approved by the Executive Director or the President, presenters shall submit all presentations and presentation materials to inbox@azsbe.az.gov at least 15 calendar days prior to the meeting. The Executive Director or the President may exclude presentations and presentation materials submitted after this deadline.
3. Presenters are allotted 15 minutes. Due to the volume of information on the agenda at each meeting, it is important that the presenter stay within the allotted timeframe. The President may limit or extend the timeframe at the President's discretion.
4. Presenters should keep in mind that the Board will have advance time to review the materials submitted by the presenter and should use their time before the Board to highlight key points. Please do not read the slides.
5. Approved presentations and any supporting documentation will be placed in the Board's materials and posted online. Board members will have at least one week prior to the Board meeting to review the information and prepare questions ahead of time. If possible, those questions will be forwarded to the presenter.
6. It is encouraged for presenters to submit presentation materials in either PowerPoint or PDF format. Materials not submitted in these formats may be converted to PDF for the Board's review.

Please contact Board staff at inbox@azsbe.az.gov or (602) 542-5057 if you have any questions.