



# ARIZONA STATE BOARD OF EDUCATION

## CALL TO THE PUBLIC REQUEST TO SPEAK FORM

*NOTE:* Presentations are limited to **three (3) minutes**.  
The State Board President may adjust time for comments.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

TITLE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

AGENDA ITEM #: \_\_\_\_\_ NOT ON AGENDA [ ]

FOR THE ISSUE [ ] AGAINST THE ISSUE [ ]

**Please submit this form to the  
Executive Director or Executive Assistant  
for the State Board of Education.  
Thank You!**

## Arizona State Board of Education Policy Regarding Public Comments at Board Meetings

1. For the purposes of this policy, "President" means the President of the Board or the presiding officer.
2. Pursuant to A.R.S. § 38-431.01, the State Board of Education (Board) may accept comment from any person on items that appear on the Board's agenda for that meeting, as well as general public comments within the jurisdiction of the Board.
3. A person who desires to speak to the Board shall either submit a completed request to speak form to the Executive Director on the day of the meeting or submit a request to speak to [inbox@azsbe.az.gov](mailto:inbox@azsbe.az.gov) at least twelve (12) hours before the start of the meeting. A person may not submit a request to speak form on an item following a motion or a vote. Request to speak forms shall be made available at least thirty (30) minutes prior to the start of the Board meeting and available on the Board's website at <https://azsbe.az.gov/resources/forms-0>.
4. The request to speak information form shall include the name and address of the person providing the comments, the name of the organization (if any) that the person represents, the agenda item or subject to be discussed and if, applicable, if the person is for or against the issue.
5. Public comments are subject to the following rules:
  - a. When an individual registers to provide public comment, the individual will indicate on the request to speak form the specific agenda item on which the individual wishes to comment, or that the individual will be making only general comment.
  - b. Comments will be taken during the Public Comment segment of the agenda. The President retains the discretion to receive public comment immediately preceding an agenda item as requested by a Board member.
  - c. Public comments are generally limited to three (3) minutes in length and additional time may be granted at the discretion of the President. Comments shall be timed by Board staff and time limits will be strictly enforced. The Board may also designate a meeting as a public hearing on a particular issue, giving more individuals the opportunity to present their opinions to the Board.
  - d. To allow for appropriate consideration of positions, written comments are encouraged. Written comments shall be submitted to [inbox@azsbe.az.gov](mailto:inbox@azsbe.az.gov) or the Board office by noon on the business day preceding the Board meeting, which will be emailed by Board staff to Board members and accepted for the record, but will not be read aloud by Board staff or Board members at a Board meeting. Written comments will not be distributed at a Board meeting, unless approved by the President. It is strongly encouraged that written comments be submitted five business days prior to the meeting.
  - e. No person may speak more than once on the same topic.
  - f. Comments shall be directed to the Board, not to an individual Board member, and questions will not be entertained, and no discussion will ensue.
  - g. The President may invite a member of the public to comment or make a presentation to the Board on any matter under consideration or if requested by another member through the President.
6. The President, or the President's designee, shall enforce these rules and may take actions necessary to maintain order at the Board meeting. Such actions may include, but are not limited to:
  - a. interrupting a person making a statement if the statement is too lengthy, unduly repetitive or otherwise violates this policy;
  - b. limiting the total amount of time devoted to public statements based on the number of persons wishing to make statements and the length of the Board's agenda; and
  - c. providing additional time up to ten minutes and designating one spokesperson to speak for multiple individuals upon consensus where multiple requests are made to speak on similar positions.