



# UNION SCHOOL DISTRICT

"Home of the Golden Knights and Damsels"

354 Baker Street  
Suite 2

Central Office  
Rimersburg, PA 16248-9211

Phone: 814-473-6311 ext. 9

## Union School District Board Policy: 903 Formal Application to Participate in School Board Meeting

**Title:** Public Participation in Board Meetings

**Purpose:** The board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings.

**Authority:** In order to permit fair and orderly expression of such comment, the Board will provide a period for public participation at every open meeting of the Board and will formulate rules to govern such public participation in Board meetings.

**Guidelines:**

Residents requesting to participate in regular and/or special Board meetings must submit a formal application with the Secretary and/or Superintendent forty-eight (48) hours in advance of the meeting to facilitate being placed on the Board agenda. The formal request must set forth the purpose and nature of the presentation and said presenter will then be entitled to a ten (10) minute presentation at the end of the meeting or a five (5) minute preparation prior to the introduction of agenda items at the beginning of the meeting. Residents who do not submit a formal request in writing will be granted an audience not to exceed two (2) minutes at the beginning of the meeting or five (5) minutes at the end of the meeting. All statements shall be directed to the presiding officer; no participant may address or question Board members individually. Please refer to the guidelines for Board Policy 903 on the district website under board policies or request for a hard copy of policy 903 from the board secretary at 814-473-6311 Ext: 9.

**Formal Application:**

Resident's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ (Mailing Address, City, State, Zip Code)

Name of the Township Resident Lives in: \_\_\_\_\_

Purpose and Nature of Presentation: \_\_\_\_\_

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