

**Addressing the Marshall County Board of Education  
at Board Meetings**

**MARSHALL COUNTY BOARD OF EDUCATION  
PROCEDURES**

Public Participation – Individuals or delegations of individuals desiring to address the Board at a public meeting must submit a written notice of their request to the Superintendent of Education at least five (5) calendar days prior to the meeting date provided that the notice requirement may be waived at the discretion of the Superintendent. Each delegation of individuals must select one of its members as the spokesperson (in other words, one person for and one person against). The speaker will be provided three (3) minutes. The matter must have been discussed with appropriate staff and administration prior to the Board meeting. The Board authorizes the President or presiding officer of the Board full authority to terminate the remarks of any person when such remarks have as their objective a personal attack on any person associated with the school system. The Board reserves the right to establish such other lawful and reasonable rules, procedures, and limitation on public presentations as it may deem necessary and appropriate to the efficient execution of Board business.

**\*Please remember that this meeting is a public forum. Media will be present and your remarks will be recorded at the Marshall County Board of Education.**

**Request to Address the Board Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What prior communications  
have been attempted?  
Date/Time of Meeting with  
MCBOE Staff Member or  
Administration *(to be completed by  
MCBOE Staff Member)* \_\_\_\_\_  
\_\_\_\_\_

Board Meeting Date:  
Date of Request: \_\_\_\_\_  
Verified by: \_\_\_\_\_  
*(to be completed by  
MCBOE Staff Member)* \_\_\_\_\_ Date: \_\_\_\_\_

Email address for Submission of Form: [pelhamp@marshalk12.org](mailto:pelhamp@marshalk12.org)

Marshall County Board of Education  
12380 U.S. Highway 431 South  
256-582-3171 ext. 01029

