

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

1.3

**Effective Date:** April 19, 2012

**Revised Date:** *October 8, 2012* \*Denotes revision

**Section:** *Board Operations*

**Subject:** *Appearances Before the Board of Education*

**Related Policy:** *1.404 Appeals To and Appearances Before the Board*

**I. DEFINITIONS**

**II. PROCEDURES**

In accordance with School Board Policy 1.404 Appeals To and Appearances Before the Board, individuals requesting to speak to the Board must make a request in writing at least seven (7) business days prior to the meeting. The request must be dated and signed by the individual who is to speak before the board. The request must include a purpose and description of the topic and any attachments to which the speaker will refer. The request must be sent to the office of the Director of Schools, 700 Jones Circle, Lewisburg, TN 37091.

\*Those requesting to speak to the Board must provide documented evidence that they have followed the chain of command in addressing this issue.

Remarks must be limited to five (5) minutes.

**III. ATTACHMENTS**

*1.3 Addendum-A Appearances Before the Board of Education Form*

Signature on File

*Jacob Sorrells, Director of Schools*