

Harwood Unified Union School District
Ground Rules

For Board Discussion:

1. When having discussion, we should generally work from a recommendation or motion so that our topic is clear. We can introduce and debate amendments as we go.
2. During discussion, we will either work our way around the table, or alternate and recognize individuals as they wish to speak.
 - a. Generally, according to RONR, we should alternate between pro/con.
 - b. We will set time limits based on topic of discussion, between 2-5 minutes.
 - c. Those wishing to speak should wait for the previous speaker to finish before asking to be recognized.
 - d. No one speaks twice before all those wishing to speak have spoken once.
 - e. Comments will be limited to two rounds.
3. We must remember to be civil: we can argue difference of opinion, but should not attack the individuals holding those opinions.

For Public Comment:

1. One person speaks at a time. After being recognized by the chair, please stand and state your name and town of residence. If there are a lot of people hoping to speak, we will work off a sign-up sheet.
2. Each speaker will be limited to 2-3 minutes. I will raise my hand when 30 seconds remains in a turn. Everyone will have one chance to speak, two if time allows.
3. Speakers must debate positions and stick to the topic being discussed. Personal attacks or assigning motives or intentions will not be allowed.
4. We expect civil discourse that is respectful and uses appropriate tone.
5. We will call a speaker out of order if these rules are not followed and the individual may be asked to leave the meeting.
6. Public comment is for providing input or having questions answered or clarified. Discussion having to do with deliberation is for the board and administration. It should not take place between the audience and board.