



# RAC Spotlight Campaign: How to Provide Public Comment at a School Board Meeting

Thank you for choosing to take action as part of the RAC's Spotlight Campaigns on LGBTQ+ Equality and Immigration! You have the unique opportunity to create change in your local area by providing a public comment at your local school board and asking them to adopt policies that protect immigrant and LGBTQ+ students. Providing public comment at a school board meeting typically involves a few simple steps and will vary by district. Here's a general guide:

## 1. Find Meeting Details

Visit your local school district's official website. Look for a section labeled "Board of Education," "School Board," or "Governance." This section typically includes:

- Meeting schedules: Dates, times, and locations for upcoming board meetings
- Agendas: List of topics to be discussed in the upcoming meeting
- Instructions for providing public comment: How and when to sign up to speak during the meeting

## 2. Understand the Rules

Each school board sets its own rules, but common ones include:

- Time Limit: Usually 2–5 minutes per speaker

- Sign-Up Requirement: Some require you to sign up in advance online or in person before the meeting starts
- Topic Restrictions: You may need to speak on agenda items or limit your comments to school-related issues
- Conduct Guidelines: You must be respectful and follow decorum rules (no shouting, offensive language, etc.)
- Meeting Format: Some school boards may hold both open and closed sessions, it is important that you confirm the session you attend is open for public participation

### **3. Prepare Your Comment**

- Utilize materials (link) on model school board policy for the issue you are advocating on, in order to emphasize what best practices you would like to see the board adopt in order to protect students
- Write a clear, concise statement focused on the issue you have chosen to advocate for
- Include relevant facts and personal experiences to emphasize why this issue matters to you

### **4. Attend and Speak**

- Arrive early, especially if you need to sign in
- Wait for your name to be called

### **5. Next Steps**

- Follow up with board members by sending an email (link to How to Send Email)
- Tell us about it! Fill out our feedback form (link) and we'll send you a RAC sticker.