

## PUBLIC FORUM GUIDELINES

Thank you for attending this meeting of the Sandwich School Committee. The Committee values the input of Sandwich residents and looks forward to hearing your questions, comments or concerns.

Please sign in on the Public Forum form and fill out completely. Thank you.

The following guidelines have been established to make the best use of Public Forum and still allow enough time to conduct other Committee business.

- All speakers must come to the microphone and identify themselves.
- Remarks are limited to 3 minutes but are subject to the discretion of the Chairman based on the evening's agenda.
- Remarks should be short and to the point to allow time for other speakers and the scheduled agenda of the meeting.
- All comments must be respectful and free of name-calling and personal attacks.
- Inappropriate language will not be tolerated.
- All comments and questions must be directed to the Chair. Active debate or discussion with Board or audience members is prohibited.
- The Committee cannot answer questions at Public Forum.
- Speakers are always welcome to leave a copy of their remarks for inclusion in the meeting minutes.
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If you would prefer to submit more detailed information to the Committee, please email it to: [schoolcommittee@sandwich.k12.ma.us](mailto:schoolcommittee@sandwich.k12.ma.us) or mail it to: Sandwich School Administration Offices, 33 Water Street, Sandwich, MA 02653

Thank you,

The Sandwich School Committee