



## **JPS Open Session Procedure**

1. Please sign your name and address on the clipboard on the podium when you arrive at the meeting.
2. The Board President will announce open session and call your name. Please step to the podium.
3. State your name, address and if you are representing a group.
4. Most questions posed to the Board will be responded to in writing at a later date.
5. Open session is limited to three minutes for an individual and five minutes for an individual representing a group. (At the conclusion of your allotted time, the clerk will announce "time.")
6. During this time the Board will listen to your comments but usually will not respond to them.

**The Jamestown Board of Education appreciates and welcomes  
your attendance at Board Meetings.**