E.L. HAYNES PUBLIC CHARTER SCHOOL
PUBLIC COMMENT GUIDELINES

GUIDELINES FOR PUBLIC COMMENT

The public can submit comments and testimony to E.L. Haynes in multiple ways in order to ensure that the Board of Trustees has access to a diverse set of voices and opinions to help them govern the organization.

- **Written Public Comment**: The Board of Trustees will accept written public comment via email up to 48 hours in advance of a meeting to be included in the board meeting materials. All public comments following the 48 hour mark will be distributed to the Board of Trustees, but cannot be guaranteed to be reviewed in advance of the meeting.

- **In-Person Public Comment**: Additionally, individuals will have the opportunity to sign up for in-person public comment ideally within 48 hours of the start of the meeting, but will be able to sign up until the meeting begins. Each individual will receive three (3) minutes of public comment, with an additional two (2) minutes for follow-up questions from Trustees.

Individuals can sign up for in-person public comment or submit written public comments via email to Edward Santiago, E.L. Haynes Manager of External Relations, at esantiago@elhaynes.org. .

E.L. Haynes staff will post directions to the public comment guidelines on the E.L. Haynes website, and will provide directions to non-board members who RSVP to the meeting.