



METRO
NASHVILLE
PUBLIC
SCHOOLS

Board Appearance Procedures

The Metropolitan Nashville Board of Public Education regularly holds two public meetings on the 2nd and 4th Tuesday of each month unless otherwise advertised. The Board typically hears public comment at 2nd Tuesday meetings.

Process to request to appear before the Board of Public Education:

- Requests must be received by the Wednesday at 4:30 p.m. (four days in advance) before the scheduled meeting.
- Send a written request to appear before the Board via postal letter, email, or fax that includes: Name, Address, Phone, Email, Topic, and Board Meeting date.
- Each speaker must register individually. It is not permissible for multiple names to be submitted on the same letter.
- Once the request to appear has been approved you will be notified by email or a phone call.

Here are some protocols and processes that apply when addressing the MNPS Board

- Please be a few minutes early to check the speaking order on the agenda. Staff members will be present to assist you if needed.
- All speakers are limited to three minutes. The length of time may change at the chair's discretion.

- Your name will be listed in speaking order on the screens in the board room. Please be alert and at the microphone when the previous speaker finishes. Your time begins when the previous speaker finishes. Any additional time it takes you to walk to the microphone counts as part of your time.
- You should begin your comments by stating your name and your address (or school assignment for MNPS employees) for the record. For example, “Good evening Chair, members of the board, and Dr. Joseph. My name is John Citizen and my address is 123 School St. in Nashville.” It is important that we have your contact information in case follow-up is necessary.
- Avoid repeating points made by other speakers. Board members appreciate any new information you can present.
- During your comments please be mindful to not disclose any information that could jeopardize the privacy rights of any students, faculty, or staff members.
- You may not distribute materials, printed or otherwise, directly to board members during the meeting. If you would like to distribute materials please submit these by emailing a file, mailing at least 20 printed copies, or delivering the material directly. The addresses are below.
- You are not required to speak for the full time. If you complete your thoughts early that is fine.
- At the close of your comments simply say, “Thank you for your time,” and return to your seat.
- If you would like to contact board members outside of the board meeting visit www.mnps.org to find contact information.

Please send your request for appearance and any other information to the Board Administrator via email at board.administrator@mnps.org, fax to 615-214-4480, or mail to 2601 Bransford Avenue, Nashville, TN 37204.