

**Policy Statement**  
**Public Board of Directors Meetings**  
**Speaker's Policy**

1. Public Meetings. All Lakes International Language Academy meetings are public meetings, and to be publicized a minimum of 72 hours in advance. Anyone is welcome to attend Lakes International Language Academy meetings, including students, parents, teachers, other staff, community members and any other interested people.
2. Board Members May Speak. Lakes International Language Academy board members may speak at board meetings, in compliance with Robert's Rules of Order.
3. Guests. Non-board members are referred to as guests in board meetings.
4. Guests May Speak. All guests are welcome to address the board.
5. Invited Guests: Lakes International Language Academy board members may invite guests to speak at the meetings, on topics of interest to the board.
  - a. Invited Guest speakers will be introduced as such at the board meeting at which they are speaking.
  - b. Invited Guest speakers will be included on the agenda of the board meeting at which they are speaking.
  - c. Invited Guest speakers will be allotted a sufficient amount of time to present the topic they were invited to present.
6. Unannounced Guests: Unannounced guests who wish to address the board may do so Upon complying with the procedure outlined below.
  - d. Unannounced guests will complete a "speaker's card" prior to the start of the meeting.
  - e. Unannounced guests will turn the speaker's card in to any board member, who will pass the card to the chair.
  - f. Unannounced guests will then be introduced and given three minutes near the opening of the board meeting in which to address the board.
  - g. A limit of 10 speaker's cards will be available per meeting.
  - h. Unannounced guests will be directed to a specific board member, if necessary, as a contact person with their particular issue to assist with resolution.

6. Sample Speaker's Card.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Interest in Lakes International Language Academy:

parent  teacher  staff  student  community member  other \_\_\_\_\_

Topic: \_\_\_\_\_

**Please keep your comments to a 3-minute time limit.**