



**REQUEST TO ADDRESS  
NEWHALL SCHOOL DISTRICT GOVERNING BOARD  
ON AN EMERGENCY ITEM**

If you wish to address the Board tonight on an **EMERGENCY ITEM**, please complete this form and hand it to the Secretary of the Board before the meeting begins. If completing electronically, please email back to [rvaladez@newhallsd.com](mailto:rvaladez@newhallsd.com).

NAME \_\_\_\_\_  
(Please Print)

ADDRESS \_\_\_\_\_  
Street City Zip

TELEPHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
(\*Your phone number will not be disclosed by the District. It is only requested in the event it becomes necessary to contact you.)

I represent \_\_\_\_\_  
Self / or Name of Group

The following is a brief statement of the subject to be covered:

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I feel it is an EMERGENCY matter and cannot follow normal advance request procedures because:

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| <b>PROCEDURE</b>                | 1) Requests to address the Board on EMERGENCY items must be made by filling out this request form and personally filing it with the Secretary of the Board in advance of the meeting.  |
| <b>TIME LIMIT</b>               | 2) Remarks are limited to 3 minutes, unless extended or further limited by vote of the Board. A maximum of 21 minutes, unless extended by the Board, is allocated for each subject discussed.  |
| <b>FREQUENCY</b>                | 3) Every individual is limited to a single presentation in each one of the Agenda items.   |
| <b>ITEM/SUBJECT</b>             | 4) Presentations or questions are limited to the items in the Agenda to be presented at the meeting tonight.   |
| <b>REMARKS OUT OF ORDER</b>     | 5) No oral presentation shall include charges or complaints against any employee of the District or member of the Board regardless of whether or not the individual is identified in the presentation by name or by any other reference which tends to identify him. All charges or complaints shall be presented in writing. Remarks by anyone addressing the Board that reflect adversely upon the political, religious, or economic views, character, or motives of any person are out of order. Persistence in such remarks by an individual shall terminate that person's privilege to address the Board. |
| <b>ORDER FOR PRESENTATIONS</b>  | 6) The President ordinarily shall call the speakers in the order of the items presented on the Agenda; however, the President retains the right to place the petitions in whatever order he considers advisable.   |
| <b>CLARIFICATION OF REQUEST</b> | 7) Please make sure your request is presented in a clear manner.   |