



## PUBLIC COMMENT PROCEDURES FOR MICHIGAN'S STATE BOARD OF EDUCATION MEETINGS

### 1 MEETING DETAILS

- The State Board of Education holds both "meetings of the whole" and regular meetings, usually all day on the second Tuesday of each month. A "meeting of the whole" simply means the full Board meets together for in-depth discussion, presentations, and updates before moving into the formal regular meeting where official decisions or votes may occur. For exact dates, agendas, minutes, and procedural details, visit the website [here](#).
- Meetings are held at the [John A. Hannah Building](#), located at 608 West Allegan Street, Lansing, Michigan 48933.
- Public comment will begin after the lunch recess, no earlier than 1:00 PM, though it may start slightly later depending on the meeting schedule.
- The comment period lasts up to one hour but may be extended by board vote until comments are completed. Alternatively, an additional time may be added later in the day after agenda items are completed.
- **You MUST register to speak before 1:00 PM**, regardless of when public comment actually starts.

### 2 IN-PERSON PARTICIPATION DETAILS

- For in-person participation, scan the provided QR code to register or complete the green form on the table and hand it to staff. In-person speakers are called first, in the order the registrations are received, followed by online participants.
  - **NOTE:** All information given on the form becomes public record so consider county or city only in the address portion.
- You will have up to 5 minutes to speak (though 3 is usually the observed length). Groups of three or more may stand together and present for up to 10 minutes for one speaker or 3 minutes for up to three speakers. The board may vote to set aside the by-laws to shorten each person or group's time, so be prepared to adjust your statements according to the length of time afforded for public comment.
- Parking: Available on nearby streets using the Passport App (Ottawa or Allegan between Pine & Butler) or at the Constitution Hall lot.
- Entrance: Use the north side of the Hannah Building (facing the Ottawa Building). Note this differs from Google Maps directions.
- Security: Show your driver's license at the front desk to receive a guest lanyard and be escorted to the 4th floor.
- You may bring nine extra printed copies of your statement to hand to the staff and/or State Board Executive to distribute to the Board and the Superintendent.
- When called, you will sit at the Board table and speak into the microphone.

# PUBLIC COMMENT PROCEDURES FOR MICHIGAN'S STATE BOARD OF EDUCATION MEETINGS

## 3 VIRTUAL PARTICIPATION DETAILS

- For virtual participation, register online before 1:00 PM at [michigan.gov/mde](https://michigan.gov/mde) by clicking the image of the Board at the table (appears the Friday before each SBE meeting). You will receive emailed directions for joining by phone during public comment.
  - o You must call in with the same phone number used to register and be on the line before public comment ends.
  - o When prompted ("Hello Caller, can you hear me?"), unmute to begin speaking.
  - o Because the livestream has a 15-second delay, mute it once you are moved from the Teams waiting room to the meeting.

## 4 FOR BOTH IN-PERSON AND ONLINE

- Begin by stating your name and city (full address not required).
- Address your remarks to "Mr./Madame Chairman and Members of the Board."
- Board members may ask a clarifying question but will not engage in dialogue.
- Be clear, personal, confident, and respectful. Your tone matters as much as your message.

