



## **Lutz Preparatory School, Inc. Board Meeting Guidelines**

1. Please silence all electronic devices.
2. The Board receives the agenda ahead of time in order to review items before the Board meeting. Many of the items approved without discussion on the consent agenda are items that Board members have reviewed with staff.
3. Please understand the agenda does not contain all of the information which Board members consider as part of our decision-making. Staff attempts to include in the agenda an amount of information that is explanatory without being excessively long. Additional information is available to, and may be considered by, Board members. This information comes from a variety of sources, including staff resources, and online information.
4. Speakers will be granted three minutes to address the board. When ten or more speakers wish to speak during public comment, the board may reduce the time to two minutes per speaker. Speakers must sign up in person at least 15 minutes prior to the start of public comment. The Board reserves the right to modify the speaking time based on the circumstances of any individual Board meeting.
5. The Lutz Preparatory School, Inc. Board respects the public's right to speak to the Board, but we cannot tolerate behavior intended to interrupt the orderly conduct of this meeting. Our civility policy is in effect.