



Lutz Preparatory School, Inc.
Board Meeting and Board Committee Meeting Requirements

1. Meeting Decorum

The Board values public input but will not permit disruptive behavior. All meeting participants and attendees are required to comply with our **Civility Policy** and **Board and Committee Meeting Behavior Policy**

2. Electronic Devices

Please silence all electronic devices during the meeting. The recording of meetings is strictly prohibited.

3. Agenda Review

Board Members and Board Committee Members receive the agenda in advance to review items prior to the meeting. Consent agenda items are typically pre-reviewed with staff and approved without discussion.

4. Decision-Making Materials

The agenda summarizes key information, but Board Members and Committee Members may consider additional materials from staff, independent research, and other reliable sources.

5. Public Comment

- Individual speakers are allotted **two minutes** each.*
- Group speakers (speaking on behalf of 5 persons or more) are allotted **three minutes** each.*
- Sign-up for public comment is required before public comment begins.

*The Board may adjust time limits as needed for the orderly progression of the meeting.