

Tips for Testifying Before the School Board

The Corvallis School Board greatly values the opinions and input of community patrons. As such, the purpose of this document is to provide general guidelines about how to make the most of your time when communicating with the School Board or Board Committees. The Board accepts comments either via public testimony at certain meetings or via written correspondence. Please note that while your testimony is important, it is possible that it will not be discussed at the same meeting at which you testify, and may be referred to a different committee or to staff for further review.

For your convenience, a schedule of Board meetings can be found on the District's website at: http://www.csd509j.net/district_information/school_board/. You may also call 757-5841 for information about upcoming meetings.

Testimony Information/Tips:

- Complete a "Request to Address the Board" card before the start of the meeting and give it to the recording secretary at the head table before the meeting begins.
- You will be allotted 1-2 minutes for your testimony depending on the number of people wishing to testify at the meeting.
- Streamline your comments by preparing a written outline or by writing out your statement in its entirety.
- Include your name, address and telephone number on the document.
- Practice your comments to ensure efficient use of your time.
- Bring 15 copies of your document to the meeting for distribution to board members and others at the head table. This will facilitate further review after the meeting and inclusion of your comments in the meeting record.
- If others have testified before you about the same issue, state that fact and either give up your time or limit your comments to points not already stated.
- When you're called to testify, take a seat at the designated area, then state your name for the record before you begin.
- Speak at a reasonably loud volume so everyone, including audience members, can hear you; however, direct your testimony to the board.
- At the end of your testimony, ask if board members have any questions for you.
- When you testify, your name, address, telephone number and testimony are matters of public record.

In lieu of public testimony, written correspondence may be directed to:

Corvallis School Board
Attn: Julie Catala
PO Box 3509J, Corvallis, OR 97339

Emails may be sent to: schoolboard@corvallis.k12.or.us

Please note that written correspondence is a matter of public record.