

**MARYLAND STATE BOARD OF EDUCATION  
PUBLIC COMMENT GUIDELINES AND PROCEDURES FOR  
NOVEMBER 16, 2021 VIRTUAL MEETING**

Members of the public are encouraged to submit comment(s)/feedback to the State Board of Education to share their views on issues pertaining to matters under its authority and the administration of the public school systems of the State. Periodically, the State Board may hold meetings by virtual platform. The information outlined below provides details on virtual public comment procedures. Members of the public can also submit their comments in writing to the State Board for distribution to all members.

- Members of the public who wish to provide public comment during the November 16, 2021 virtual State Board meeting must register with the Office of the State Board of Education by calling 410-767-0467 or by emailing your request to [stateboard.msde@maryland.gov](mailto:stateboard.msde@maryland.gov).
- For the November 16, 2021 special State Board meeting registration will open on Wednesday, November 10, and will close at 3:00 pm on Monday, November 15.
- Sign-up for public comment is limited to 20 speakers and registration is first-come, first-served. You will receive a notice to confirm your registration, along with the call in number, passcode to join the meeting, and public comment guidelines and procedures.
- Participants will dial in to the meeting number provided and use the passcode to access the meeting.
- The State Board President will explain the meeting procedures and call on speakers in order of their registration.

Comments are limited to three minutes per speaker. Time will be monitored by staff through use of a timer. When that time expires, the speaker is permitted to finish their sentence, but is required to make no further remarks. At the end of the 3 minute period, speakers will be released from the call/meeting room.

The following general guidelines should be followed:

- 1) Public comment submissions may not be related to personnel matters or issues pending in appeals to a local board or to the State Board.
- 2) Comments shall be directed to the Board, not to an individual Board member(s).
- 3) The State Board will not respond directly to public comment submissions.

Questions, comments, and or written statements should be sent to [stateboard.msde@maryland.gov](mailto:stateboard.msde@maryland.gov).