

**Cobalt Institute of Math and Science (CIMS)**  
**Site Council**  
**Guest Forum Guidelines**

CIMS Site Council meetings are open to the public. We welcome members of the CIMS community and invite them to share their voice in this venue. In order to provide for a fair and orderly process, we ask that all participants adhere to the following guidelines:

- Guest speakers are asked to sign in prior to the time that the meeting is called to order. This includes the speaker's name, address, relationship to the CIMS community, and subject to be addressed.
- Guest speakers are invited to speak at the beginning of the meeting unless they wish to address a specific topic that is on the agenda for a latter time in the meeting. Any subject may be addressed with the exception of confidential matters, including school personnel issues.
- Depending on the number of agenda items, and the number of speakers wishing to address the Site Council during the guest forum time, guest speakers may be limited to a maximum of three minutes. The Site Council chairperson shall make this determination.
- The Site Council chairperson reserves the right to address any inappropriate displays, language or conduct by any person present, Site Council member or not. This may include asking guest or members to cease their behavior or even to leave the meeting.

It is the responsibility of the Site Council Chairperson, or his/her representative to follow up on speaker comments. This may occur by:

- Voting or surveying the Site Council relative to the topic
- Assisting the guest speaker in gaining answers to questions through appropriate channels as determined by the Site Council.