



AISD Board Connect

Your resource for need to knows and how
to attend a meeting

Need to Knows About Time & Location

When:

- Work Sessions – 2nd Monday the month at 6 PM
- Regular Meetings -4th Monday of the month (only meeting open to public comment) at 7 PM

Where:

- Board Auditorium of the Carruth Administration Center, 1111 W. Sixth St.
- The Board Auditorium is in Building B
- Public seating is available on the left and center rows (the right row is reserved seating)

Parking:

- Free parking is behind the AISD building.
- There is a sign that directing you toward the parking lot.
- Park in a visitor space if available.

How to Comment at a Regular Meeting

Public Comment at a Regular Board Meeting

- Up to 30 members of the community may speak for 2 minutes each at a Regular Board Meeting

Speaking

- Speakers are called in the order in which they signed up
- Sign up on the Friday before the meeting or on the day of the meeting
- You may sign up by phone or in person:
 - On Friday's:
 - For phone registration sign up, call 512-414-4411.
 - On the day of the meeting (Monday):
 - You can sign up by phone from 7:45 a.m. – 4:45 p.m.: call 512-414-4411
 - Sign up in person
 - From 7:45 a.m. – 4:45 p.m. in the Superintendent's Office (Room A250)
 - Or from 4:45- 7 p.m. in the Board Auditorium (Building B Room 100)

Speakers will be Asked to Provide

- The subject to be addressed,
- Speaker's name, telephone number, and, if applicable, the group or organization the speaker represents.
- An individual may not sign up for another person, nor can speakers exchange time or yield time to others.¹

Public Speaking Tips

Write down what you want to say and include:

- An introduction paragraph for yourself
- Your main concern
- The main point you want to make
- 1 or 2 supporting points
- The steps you think the Board should take to solve the issue
- Have a solid conclusion that emphasizes why it is important to listen to you
- Try to have the talking points/speech typed out in a large font

Prepare

- Practice your speech in front of a mirror or friends
- Time yourself – 2 minutes goes by fast!

Speaking

- Remember to breathe and smile
- Talk slower than you normally would, we tend to talk faster in public so this helps
- Don't forget you are up there for a reason so don't be afraid to use tone and inflection

¹ Austin Independent School District | www.austinisd.org/board | 2017