

**Limit on
Participation**

Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with this policy. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

Public Comment

Regular Meetings

At regular night Board meetings, the Board shall permit public comment on matters that are within the Board's control or jurisdiction, regardless of whether the topic is an item on the agenda posted with notice of the meeting.

Special Meetings

At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.

Procedures

Public comment shall occur at the beginning of the meeting.

Individuals who wish to participate in this portion of the meeting must fill out a form available at the entrance and present it to the presiding officer or the executive assistant to the Board before the meeting begins, and shall indicate the agenda item or topic on which they wish to address the Board. An individual who will be accompanied by a translator must notify the District when signing up.

**Guidelines for
Presentations**

Presentations will normally be limited to three minutes. In the event an individual uses a translator when addressing the Board, the individual shall be permitted twice the allotted time to make his or her presentation.

Meeting
Management

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.

Any speaker wishing to address the Board on any matters pertaining to any of the exceptions listed at BEC(LEGAL) may be asked to address the Board in closed session.

**Guidelines for
Speakers**

Guidelines for speaker protocol shall be as follows:

1. The deadline for completing and submitting a speaker's form shall be ten minutes prior to the start of the Board meeting.

2. Speakers shall be acknowledged by the President before speaking and must state their first and last name and the intended topic of comments.
3. Speakers shall refrain from direct questions to the Superintendent, District staff, or members of the audience while speaking.
4. Speakers may not accrue minutes from other speakers.
5. Speakers shall not use profane or vulgar language.
6. Speakers must remain in the designated area for public comment.

Board Response

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

Complaints and Concerns

The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution:

- Employee complaints: DGBA
- Student or parent complaints: FNG
- Public complaints: GF

Disruption

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting.