

APPEARANCES BEFORE THE BOARD OF TRUSTEES

- A. Advance Written Request. Any individual or group may address the Board of Trustees concerning any subject that lies within its jurisdictional authority. The applicant for such a hearing shall file with the Superintendent a written request for a hearing date. The Superintendent will notify the individual or group of the date set for the hearing. The request for a hearing shall include:
1. Name, address, and telephone number of person or persons wishing to speak.
 2. Name of organization or group represented.
 3. Statement of action to be requested of the Board and a general knowledge of the subject to be discussed. (Knowing the subject facilitates the handling of the business of the Board by affording an opportunity to have present those members of the staff who are familiar with the subject.)
- B. Request During Meeting. If no advance request has been made, a person who wishes to address the Board on agenda action items may rise during the part of the meeting under the agenda heading, "Oral Communications", and when recognized by the Chair, state his name, address, and the subject of his remarks. If the item is not an agenda action item, the Chair will refer the matter to the "Additional Communications from Board of Trustees and/or the Public" (no action taken) and subsequently to the Superintendent for recommendation and/or study.

Completion of "Blue Cards" (available at Board of Trustee meetings) with name, address, and subject of remarks, will assist the Chair in conducting the meeting.

- C. Complaints Against Employees of the District. No person shall present orally, or discuss at any regular or special meeting of the Board, charges or complaints against individual employees of the District regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All such charges or complaints shall be presented to the Superintendent and/or the Board in writing, signed by the complainant. All such charges, if presented to the Board directly, shall be referred to the Superintendent for investigation and report. Complaints against employees shall be submitted in accordance with the provisions of Administrative Regulation 1312, Complaints Concerning School Personnel.

The provisions of this section do not prevent the Board from considering complaints against employees in closed session.

- D. Time Limit for Speakers. The Board President shall call upon members of the public to speak at the appropriate point in the meeting. Each speaker shall be allowed a maximum three minutes to address the Board on an agenda or non-agenda item. No speaker may yield time to another speaker. The public comment period on non-agenda items shall be limited to 30 minutes, and public comment on any agenda item shall be limited to 30 minutes. With board consent, the Board President may increase or decrease the time

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allowed for public comment or presentation, depending on the topic, the number of persons wishing to be heard, and the need to proceed to other business. The Board President may take a poll of speakers for or against a particular issue and may ask that additional people speak only if they have something new to add. In cases where there are those who wish to speak for and those who wish to speak against any issue, the Board President will try to allow speakers to speak alternately for and against the subject under consideration.

- E. Conduct and Remarks Out of Order. Undue interruption or other interference with the orderly conduct of Board business cannot be allowed. Remarks by any person addressing the Board which reflect adversely upon the racial, religious, economic, or political views of any person, or the character or motives of any person, are out of order. The Board President may terminate the speaker's privilege of address if, after being called to order, he persists in improper conduct or remarks. No boisterous conduct shall be allowed at any time.

Reference: Education Code Sections 35014, 35160, 35161, 44811, 44812, 44932-44934

Bylaw adopted: January 15, 1968; March 29, 1971; November 22, 1976; March 16, 1981, January 14, 2003