

**Limit on
Participation**

Audience participation at a Board meeting is limited to the portion of the meeting designated for that purpose. Each Mmembers of the public who desires to address the Board regarding an item on an agenda for an open meeting of the Board may be allowed to address the board regarding the item at the meeting before the Board's consideration of the agenda item. At all other times during Board meetings, the audience shall not enter into discussion or debate on matters being considered by the Board. **Except as permitted by this policy, no individual presentation shall exceed three minutes. In the event an individual uses a non-simultaneous translator when addressing the Board, the individual shall be permitted twice the allotted time to make his or her presentation. [See Conduct at Board Meetings, below] The Board encourages delegations consisting of two or more persons to appoint one person to present their views before the Board.**

**Speakers to Agenda
Items**

A person who wishes to address the Board on an agenda item at a Board meeting before the Board's consideration of the agenda item shall register to do so with the Board Services Office prior to the meeting, in person or by telephoning the Office of Board Services during regular office hours up to and until 5:00 p.m. on the day preceding the meeting. The earliest a person may register to speak to agenda items for an upcoming Board meeting is the next regular business day following the posting of that meeting's agenda. The deadline for registering to address the Board to speak to agenda items is 5:00 p.m. the day before the Board meeting. Registrations shall not be accepted after 5:00 p.m. the day preceding the meeting. Only persons who are properly registered may address the Board.

In the event an agenda item is deferred (pulled from the agenda) in advance or at the time of the meeting, individuals registered to speak on that item will not be heard. The Office of Board Services will notify affected individuals as soon as the deferral has been approved/posted.

Process/Time Limit

The total time for registered speakers to agenda items shall not exceed 60 minutes. Speakers to agenda items prior to the Board's consideration of the agenda item shall be limited to two minutes each. Adjustments to the number of minutes allocated to speakers will be adjusted to comply with the time limits described herein.

A speaker may not yield unused time to another person. A speaker wishing to address multiple agenda items shall consolidate their comments under the first item on the agenda for

which the speaker has registered, and the speaker shall be given a total of two minutes to make their consolidated comments.

In the event an individual uses a non-simultaneous translator when addressing the Board, the individual shall be permitted twice the allotted time to make his or her presentation.

**Speakers At
Public Hearings**

The total time for registered speakers to address agenda items on a public hearing agenda shall not exceed 30 minutes. Speakers to agenda items at a public hearing shall be limited to two minutes each. Adjustments to the number of minutes allocated to speakers will be adjusted to comply with the time limits described herein. [See BE (LOCAL)]

Speakers must limit remarks to the specific subject matter being considered by the Board at that public hearing and must stay on that subject throughout their comments. If a speaker does not address the subject matter of the public hearing, the speaker's time at the microphone will be immediately ended.

Board's Response

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate, discuss, or make any decision on any subject not on the agenda.

**Complaints and
Concerns**

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

Employee complaints: DGBA

Student or parent complaints: FNG

Public complaints: GF

**Conduct at Board
Meetings**

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

Persons attending Board meetings shall not engage in conduct that disrupts, interrupts, or causes delays in the proceedings of a Board meeting; shall obey the orders of the presiding officer; and shall observe the rules of conduct at Board meetings. The Board President shall take such measures as may be necessary to ensure that decorum is preserved at all times during Board meetings.

The following behavior standards shall apply to persons attending Board meetings:

1. As a condition of entry, all citizens/visitors shall agree to pass through metal detectors; those who refuse to comply shall not be allowed access to the meeting.
2. Attendees may not bring posters, banners, or other items that may disrupt the meeting.
3. Attendees shall be seated during the meeting. No one shall be allowed to stand on the sides, rear, or in the aisles, and anyone refusing to sit shall be asked to leave the site of the meeting.

Speakers wishing to distribute handout materials to the Board shall provide 15 copies of the materials to the Office of Board Services by 4:30 p.m. on the day before the Board meeting. Board Services will distribute the materials to the Board.

Note: No handouts will be distributed during the meeting.

Should any registered speaker wish to distribute handout materials to the audience, this shall be done after, not during, the meeting. Excluding student/parent, employee, or public complaint/grievance hearings, covered under FNG(LOCAL), DGBA(LOCAL) or GF(LOCAL), a person who wishes to address the Board on an agenda item at a Board meeting shall register to do so with the Board Services Office prior to the meeting, in person or by telephoning the Office of Board Services during regular office hours up to and until 5:00 p.m. on the day preceding the meeting. The earliest a person may register to speak to agenda items for an upcoming Board meeting is the next regular business day following the posting of that meeting's agenda. The deadline for registering to address the Board to speak to agenda items is 5:00 p.m. the day before the Board meeting. Registrations shall not be accepted after 5:00 p.m. the day preceding the meeting.

~~Only persons who are properly registered may address the Board.~~

4. Substitutions shall not be allowed for the speaker who registered.
5. Persons may request to speak on non-agenda items at the regular monthly Board meeting after the Board has concluded its agenda. The earliest a person may register to speak to non-agenda items for an upcoming regular Board meeting is the next regular business day following the posting of that meeting's agenda. The deadline for registering to address the Board to non-agenda items is 5:00 p.m. the day before the regular Board meeting. Registrations shall not be accepted after 5:00 p.m. the day preceding the meeting. Only persons who are properly registered may address the Board. Substitutions shall not be allowed for the speaker who registered. **The total time allotted for speakers to non-agenda items shall not exceed 30 minutes. Adjustments to the number of minutes allocated to speakers to non-agenda items will be adjusted to comply with the time limits described herein.**
6. A person addressing the Board who continues to speak after the **three-minute allotment time allotted** shall be warned that the allotted time is up. The speaker must then return to his or her seat or exit the site of the meeting.
7. Attendees shall not cross the roped-off buffer area in the front of the meeting site without approval from security personnel. Crossing the line despite a warning may result in the violator being removed from the premises.
8. Attendees shall not engage in acts that breach the peace of a Board meeting, such as fights, assaults, exhibitions of firearms, disorderly conduct, disruptive activity, or any other criminal conduct that breaches the peace. Any person who becomes boisterous or disruptive while addressing the Board or while attending a Board meeting shall be asked to leave by the presiding officer. If the person fails to leave, the person shall be removed from the room if directed by the presiding officer. If the presiding officer fails to act, any Board member may move to require enforcement of the rules, and the affirmative vote of a majority of the Board present and voting shall require the presiding officer to act.
9. An attendee who engages in behavior described in item 9, above, for which he or she is asked to leave shall, if he or she leaves cooperatively, not be allowed to address a Board

meeting for 60 days. If it is necessary to remove such person, that person shall not be allowed to address a Board meeting for the ensuing 90 days.

10. Members of the news media and their equipment shall remain in a specific area in the auditorium or Board meeting site. Persons who ignore the request to remain in the area designated for news media representatives may be removed from the meeting,

**Adoption or Last
Amended
Amendment Date**

This policy was last amended on ~~September 26, 2019~~ December 17, 2020.