

## **Administrative Regulation 1120 (a)**

### **Community Relations Governing Board Meetings**

#### **PUBLIC PARTICIPATION**

4. The regular and special meeting of the governing Board are open to the public and representatives of the press, except that a part of any meeting may be designated a closed session as provided by law.
5. Advance announcement of all regular and special meetings are made by posting the agenda at the district office, and at designated public locations at least 72 hours before a regular meeting and 24 hours prior to a special meeting. Notice of meetings will also be given to news media, and to those citizens and community and professional organizations who specifically request such notification. Under emergency conditions a special meeting may be announced by posting the agenda only, although efforts will be made to notify all concerned news media, organizations and individuals. A reasonable charge may be made of those persons and organizations requesting continued advance announcements and agenda backup materials.
6. Any member of the public may place a matter directly related to school district business on the agenda of a regular board meeting, subject to the following conditions:
  - a. The request must be in writing and be submitted to the Superintendent together with supporting documents and information, if any, at least seven working days prior to the scheduled meeting date.
  - b. The Superintendent shall be the judge of whether the request is or is not a “matter directly related to school district business.”
  - c. Items, which are proper legal subjects for consideration in closed session, will not be accepted under this provision.
  - d. Comments from the public shall be limited to a maximum of 5 minutes per person and/or a maximum of 20 minutes by a group of individuals wishing to address the Board regarding a particular topic. With Board consent, the president may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.
4. The Board President may reject any agenda item proposed under these provisions, if the specific topic or a related topic has appeared on the agenda within the previous year.

The governing Board may take action on a matter placed on the agenda in this manner at the meeting.

## **Administrative Regulation 1120 (b)**

4. This provision permitting a member of the public to place a matter on the agenda does not prevent the Board from hearing any matter, which a member of the public may wish to bring to the attention of the governing Board at a regular meeting, but the Board cannot take action on such a matter at that meeting. The matter could, however, be placed on the agenda of a later meeting and action taken at that time.
5. Individuals or groups of citizens are welcome to participate and are encouraged to appear before the Board of Trustees. When the remarks made to the Board are from a prepared statement, a full and accurate copy of the statement should normally be submitted to the Board of Trustees at the time of the presentation.
6. Members of the public may express their view on any motion before the Board of Trustees. They shall be recognized by the President of the Board of Trustees. It shall be prerogative of the President of the Board of Trustees to set a time limit for the presentation by any individual group.
7. At that portion of the board meeting designated Public Input, the President of the Board of Trustees may invite members of the public to express their views on any subject relating to the district not already on the agenda. It shall be the prerogative of the Board of Trustees to set a time for the hearing of remarks by the public or by an individual.
8. Whenever a member of the public or a representative of a group makes a derogatory remark about a school district employee he/she shall be ruled out of order by the President of the Board of Trustees. All derogatory statements or charges of a personal nature shall be dealt with as provided for elsewhere in the Policies and Regulations of the Board of Trustees.

*Legal Reference:*

EDUCATION CODE

78 "Governing Board" defined

35144 Special meetings

25145 Public meetings

35145.5 Agenda: public participation; regulations

35146 Executive sessions

52034 Reasonable opportunities for each school site council or its representatives to meet with governing board(c)

GOVERNMENT CODE

54950 Declaration, intent, sovereignty (Meetings)

54951 Local agency, definition

54953 Conditions to attendant (board may not require registration, etc.)

54957 Executive session; "employee" defined; exclusion of witnesses

Reviewed: 11/15/94