

Meeting Procedures

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

All Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be presided over by the President, or by the Clerk in the event of the President's absence, in an efficient manner, keeping in mind that those in the audience, including community members, students, and district employees, are attending on their own time and need their personal rest before attending their next day's affairs.

Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164)

Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting, except that if the meeting is conducted using remote public participation or with a Board member attending remotely pursuant to Government Code 54953, a member of the public desiring to provide comment through the use of a third party internet website or online platform may be required to register as required by the third party provider.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5; Government Code 54954.3)

2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5; Government Code 54954.2)
3. Board members or district staff members should not respond to statements made or questions posed by the public about items not appearing on the agenda. However, on their own initiative or in response to questions posed by the public, Board members or staff members may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)
5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits. Members of the public are encouraged to complete a speaker request form to indicate their desire to speak.
6. In general, individual speakers will be allowed three minutes to address the Board on each agenda or non-agenda item, and the Board will limit the total time for public input on each item to 20 minutes. However, in exceptional circumstances when necessary to ensure full opportunity for public input, the Board president may, with Board consent, adjust the amount of time allowed for public input and/or the time allotted for each speaker. Any such adjustment shall be done equitably so as to allow a diversity of viewpoints. The president may also ask members of the public with the same viewpoint to select a few individuals to address the Board on behalf of that viewpoint.

In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless

simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

7. The Board president may rule on the appropriateness of a topic, subject to the following conditions:
 - a. If a topic would be suitably addressed at a later time, the Board president may indicate the time and place when it should be presented.
 - b. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3)
 - c. The Board shall not prohibit public criticism of district employees.
8. The Board president shall not permit actual disruption of Board meetings. Actual disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds for the president to terminate the privilege of addressing the Board and remove the individual from the meeting.
9. The Board President or designee may remove an individual for actually disrupting the meeting. Prior to removal, the individual shall be warned that their behavior is disrupting the meeting and that failure to cease the disruptive behavior may result in removal. If, after being warned, the individual does not promptly cease the disruptive behavior, the Board president, or designee, may then remove the individual from the meeting. (Government Code 54957.95)

When an individual's behavior constitutes the use of force or a true threat of force, the individual shall be removed from a Board meeting without a warning. (Government Code 54957.95)

Disrupting means engaging in behavior during a Board meeting that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, a failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to Section 54954.3 or any other law, or engaging in behavior that constitutes use of force or a true threat of force. (Government Code 54957.95)

True threat of force means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat. (Government Code 54957.95)

Additionally, the Board may order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to

remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When disruptive conduct occurs, the Board may decide to recess the meeting to help restore order, or if removing the disruptive individual(s) or clearing the room is infeasible, move the meeting to another location. The Board may direct the Superintendent or designee to contact local law enforcement as necessary.

Recording by the Public

Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee may designate locations from which members of the public may make such recordings without causing a distraction.

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

Legal References:

CODE OF CIVIL PROCEDURE

527.8 Workplace violence safety

EDUCATION CODE

32210 Willful disturbance of public school or meeting

35010 Control of district; prescription and enforcement of rules

35145.5 Agenda; public participation and regulations

35163 Official actions, minutes and journal

35164 Actions by majority vote

35165 Effect of vacancies upon majority and unanimous votes by seven member board

5095 Powers of remaining board members and new appointees

ELECTIONS CODE

18430 Prevention or hinderance of electors assembling in public meeting

GOVERNMENT CODE

54953.3 Meetings to be open and public; remote attendance

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54954.2 Agenda posting requirements; board actions

54954.3 Opportunity for public to address legislative body

54957 Closed session personnel matters
54957.9 Disorderly conduct of general public during meeting; clearing of room
54957.95 Opening meetings; orderly conduct

PENAL CODE

403 Disruption of assembly or meeting

Management Resources

ATTORNEY GENERAL OPINIONS

55 Ops.Cal.Atty.Gen. 26 (1972)
61 Ops.Cal.Atty.Gen. 243, 253 (1978)
63 Ops.Cal.Atty.Gen. 215 (1980)
66 Ops.Cal.Atty.Gen. 336 (1983)
76 Ops.Cal.Atty.Gen. 281 (1993)
90 Ops.Cal.Atty.Gen. 47 (2007)
59 Ops.Cal.Atty.Gen. 532 (1976)

ATTORNEY GENERAL PUBLICATION

The Brown Act: Open Meetings for Legislative Bodies, rev. 2003

COURT DECISIONS

Baca v. Moreno Valley Unified School District, (1996) 936 F. Supp. 719
City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526
McMahon v. Albany Unified School District, (2002) 104 Cal.App.4th 1275
Norse v. City of Santa Cruz, (9th Cir. 2010) 629 F3d 966
Rubin v. City of Burbank, (2002) 101 Cal.App.4th 1194

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2019
Call to Order: A Blueprint for Great Board Meetings, 2018

WEBSITES

CSBA District and County Office of Education Legal Services
California Attorney General's Office
CSBA

Bylaw Adopted:
October 9, 1980

Board of Trustees
Revised: October 26, 1989
Reviewed: January 1993

Revised: May 2004

Revised: July 20, 2023