

PIEDMONT UNIFIED SCHOOL DISTRICT

Board Bylaw

BB 9323

MEETING CONDUCT

Meeting Procedures

All Board of Education meetings shall begin on time and shall be guided by an agenda prepared ~~and delivered in advance to all Board members and to other persons upon request.~~ in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

~~(cf. 9322 – Agenda/Meeting Materials)~~

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.

~~(cf. 9121 – President)~~

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 adjourned by 11:00 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and, if necessary, may subsequently be adjourned to a later date.

Quorum and Abstentions

~~A majority of the number of filled positions on the Board constitutes a quorum. (Education Code 5095, 35165)~~

~~Unless otherwise provided by law, affirmative votes by a majority of all the membership of the Board are required to approve any action under consideration, regardless of the number of members present. (Education Code 35164)~~

~~(cf. 9323.2 – Actions by the Board)~~

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

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, the abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

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 each ~~the~~ item. ~~of business to be discussed at regular or special meetings.~~ (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, ~~at a regular meeting~~, matters that are not listed on the agenda. The Board ~~may refer such a matter to the Superintendent or designee or take it under advisement, but shall not take action at that time except as allowed by law. The matter may be placed on the agenda of a subsequent meeting for action or discussion by 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. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on ~~his/her~~ 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.

~~Individual speakers shall be allowed five minutes, and groups shall be allowed ten minutes, to address the Board on each agenda or nonagenda item. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.~~

6. In general, individual speakers will be allowed three minutes to address the Board on each agenda or nonagenda 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 the topic would be ~~more~~ 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. However, whenever a member of the public initiates specific complaints or charges against an individual employee, the Board president shall inform the complainant of the appropriate complaint procedure, that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in

~~closed session unless otherwise requested by the employee pursuant to Government Code 54957.~~

~~(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 9321 - Closed Session Purposes and Agendas)~~

8. The Board president shall not permit ~~actual disruption any disturbance or willful interruption~~ of Board meetings. Actual Persistent 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. ~~shall be grounds for the chair to terminate the privilege of addressing the Board.~~

~~1.~~ 9. ~~The Board may remove disruptive individuals and order the room cleared if necessary; in this case, members of the media not participating in the disturbance shall be allowed to remain, and individual(s) 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) 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.

(cf. ~~9324 – Minutes and Recordings~~)

Recording by the Public

~~The Superintendent or designee may designate locations from which members of the public may broadcast, photograph or tape record open meetings without causing a distraction. 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 Reference:

EDUCATION CODE

~~5095 Powers of remaining board members and new appointees~~

~~32210 Willful disturbance of public school or meeting a misdemeanor~~

~~35010 Prescription and enforcement of rules~~

~~35145.5 Agenda; public participation; regulations~~

~~35163 Official actions, minutes and journal~~

~~35164 Vote requirements~~

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

GOVERNMENT CODE

~~54953.5 Audio or video tape recording of proceedings~~

~~54953.6 Broadcasting of proceedings~~

~~54954.2 Agenda; posting; action on other matters~~

~~54954.3 Opportunity for public to address legislative body; regulations~~

~~54957 Closed sessions~~

~~54957.9 Disorderly conduct of general public during meeting; clearing of room~~

ATTORNEY GENERAL OPINIONS

~~76 Ops. Cal. Atty. Gen. 281 (1993)~~

~~66 Ops. Cal. Atty. Gen. 336, 337 (1983)~~

~~63 Ops. Cal. Atty. Gen. 215 (1980)~~

~~61 Ops. Cal. Atty. Gen. 243, 253 (1978)~~

~~59 Ops. Cal. Atty. Gen. 532 (1976)~~

State

CCP. 527.8

Ed. Code 32210

Ed. Code 35010

Description

[Workplace violence safety](#)

Willful disturbance of public school or meeting

Control of district; prescription and enforcement of rules

Ed. Code 35145.5
Ed. Code 35163
Ed. Code 35164
Ed. Code 35165

Ed. Code 5095

Elec. Code 18430

Gov. Code 54953.3

Gov. Code 54953.5

Gov. Code 54953.6

Gov. Code 54954.2

Gov. Code 54954.3

Gov. Code 54957

Gov. Code 54957.9

Gov. Code 54957.95

Pen. Code 403

Agenda; public participation and regulations

Official actions, minutes and journal

Actions by majority vote

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

Powers of remaining board members and new
appointees

Prevention or hinderance of electors assembling in
public meeting

Meetings to be open and public; remote attendance

Audio or video recording of proceedings

Broadcasting of proceedings

Agenda posting requirements; board actions

Opportunity for public to address legislative body

Closed session personnel matters

Disorderly conduct of general public during meeting;
clearing of room

Opening meetings; orderly conduct

Disruption of assembly or meeting

Adopted: October 13, 1999