



## **Policy Regarding Public Participation During Open Board Meetings**

The Board of Directors (“Board”) of the High Tech High (“HTH” or “School”) seeks to codify its practices regarding public participation in open Board meetings in this policy, consistent with applicable law, including the Brown Act.

### **A. Open Session.**

All meetings of the Board shall be open to the public except Closed Sessions, as authorized by law.

### **B. Requests to Address the Board.**

Prior to the beginning of the meeting, citizens seeking to address the Board during the Public Comment Period, or on an item on the agenda, shall complete the card, “Request to Address the Board” (located in the Board Meeting Room), and give it to the Executive Assistant to the CEO for in-person meetings. For virtual meetings, citizens should send an electronic mail to the Executive Assistant to the CEO, as described in the published Board agenda.

Members of the public must be present, either in person or online, to address the Board. One speaker may not read a written statement of another speaker, except to serve as a translator for a non-English speaker addressing the Board. Written statements may be submitted to the Board by delivering a copy to the Executive Assistant to the CEO.

### **C. Presentations to the Board on Agenda Items.**

Any person may address the Board concerning any item on the agenda and may, at the discretion of the Board, be granted up to three (3) minutes to make a presentation to the Board at the time the specific item is under discussion. The Board Chairman, at his/her discretion, may grant additional time for an individual to address the Board if circumstances permit. The total time devoted to presentations to the Board on agenda items shall not exceed one-half hour unless the Board, in its sole discretion, authorizes additional time for presentations. The Board Chairman may curtail individual presentations if repetitive of points raised by others, particularly if it appears the total time allotted for public comment may be exceeded.

The Board shall hear presentations prior to the Board’s formal discussion of the agenda topic and its consideration of action.

### **D. Presentations to the Board on Non-Agenda Items/Public Comment Period.**

Citizens may address the Board on items not listed on the Board meeting agenda. Speakers will be limited to three (3) minutes. No more than a total of fifteen (15) minutes

shall be devoted to all non-agenda items at a regular meeting. The Board Chairman may disallow a request to address the Board if repetitive of other speakers, or if the speaker seeks to make a presentation that he or another speaker has made at a previous meeting, particularly if it appears that the total allotted time may be exceeded.

Members of the public attempting to make complaints or charges against a School employee before the Board in open session will be offered the option to meet with staff to file a complaint under the School's established complaint procedures.

Members of the public attempting to speak about particular student matters will be redirected and offered the option to meet with school staff members to file a complaint according to school policies. Members of the public attempting to speak about particular student matters are reminded that they may not use student names and/or other personal student information about students when presenting to the Board.

E. Code of Conduct.

In providing testimony during the Public Comment Period, members of the public are encouraged to use language appropriate to a public setting where students and minors are present, and refrain from the use of profanity.

The Board encourages all public testimony speakers, whenever possible, to be direct and concise, and to avoid repetition of statements made earlier by fellow proponents on the same subject.

F. Disturbance of Meetings.

Any person who willfully disturbs any Board meeting will be asked to leave immediately, and may be guilty of a misdemeanor punishable by law.