

SECTION: COMMUNITY  
TITLE: PUBLIC PARTICIPATION IN BOARD MEETINGS  
ADOPTED:  
REVISED:

# CALIFORNIA AREA SCHOOL DISTRICT

	<b>903. PUBLIC PARTICIPATION IN BOARD MEETINGS</b>
1. Purpose 65 P.S. 271 et seq	The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings.
2. Authority	In order to permit fair and orderly expression of such comment, the Board will provide a period for public participation and will formulate rules to govern such public participation in Board meetings.
3. Delegation of Responsibility	The presiding officer at each public Board meeting will follow the rules of the Board for conduct of public meetings in accordance with this policy and Policy 006.
65 P.S. 271 et seq	The presiding officer shall be guided by the following rules: <ol style="list-style-type: none"><li>1. Public participation shall be permitted only as indicated on the order of business in the Procedures of this Board.</li><li>2. Whenever issues identified by the participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with these policies and procedures. The Board requires that public participants be residents or taxpayers of this district or anyone representing a group in the community or school district, any representative of a firm eligible to bid on materials or services solicited by the Board, any employee of this district, or pupil of the district.</li><li>3. All persons wishing to participate in a public Board meeting shall register their intent with the Board Secretary three (3) days in advance of the meeting and include name and address of the participant, group affiliation, if appropriate, and topic to be addressed.</li></ol>

4. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation, if appropriate.
5. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
6. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.
7. The presiding officer may
  - a. interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.
  - b. request any individual to leave the meeting when that person does not observe reasonable decorum.
  - c. request that assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting.
  - d. call a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
8. Electronic recording devices and cameras other than those used as official recording devices will be permitted at meeting under rules provided by the Board.
9. No placards or banners will be permitted within the meeting room.
10. The meeting agenda and all pertinent documents shall be distributed to the press and public at the meetings.

Use Of Recording Devices At Board Meetings

The term "recording devices" shall be construed to include audio and video recording devices, tapes, cassettes, and audio-video recording devices, tapes, and cassettes.

The Board of School Directors of the California Area School District hereby authorizes the use of audio and/or video tape recorders, cassette recorders, or like devices at public meetings of the Board, or committees thereof, in accordance with the following rules and regulations:

1. All parties wishing to use audio and/or video tape recorders, cassette recorders, or like devices (hereafter, "recording devices") at public

meetings of the School Board shall, one-half (  $\frac{1}{2}$  ) hour before the scheduled time for commencement of the meeting, notify the Secretary of the School Board of such intended use. The Secretary shall keep a written record of such individuals by name and address and prior to the transaction of business at the meeting.

2. Individuals providing the Board Secretary with notice of their intent to use audio or video recording devices, and who are granted the right to use such equipment, if such authorization is required, shall be given an opportunity and must set up such equipment prior to the scheduled commencement of the Board meeting.
3. The use of artificial, supplemental lighting shall be prohibited.
4. Cameras shall be placed in inconspicuous corners of the meeting room, toward the rear, so as to permit unobstructed view by the camera.
5. In no event shall a camera or other recording device, including audio recorders, be placed nearer than ten (10) feet from the speaker's table.
6. Under no conditions shall the progress of a public Board meeting be impeded or delayed as a result of the use of a recording device, including but not limited to requests of an individual using such device, for purposes of changing a tape, having the speakers repeat their statements, or any defective or inoperative equipment, etc.
7. No person making use of a recording device at a public Board meeting shall, while recording such meeting, record his/her own comments on the business transacted, or the statements provided by other individuals except at such times as the Board may grant him/her permission to address the Board from the floor, and in that event, all comments must be directed to the Board.
8. No person making use of a recording device shall also record, during the progress of the public meeting, or at any time subsequent thereto, his or her comments on the public deliberations, such that the recording prepared does not reflect the actual comments and statements made openly at the meeting.
9. The Board of School Directors shall have the right, at its own expense, to obtain copies of any recordation made by an individual with a recording device at its public meeting. The Board shall have no power to edit or abridge the same.
10. With the exception of those set forth in paragraph 1 above, the procedures set forth herein shall not apply to any recordation prepared by any officer or employee of the Board.

PA Statue  
65 P.S.  
271 et seq

Board Policy  
No. 006

11. Any record made by the Board Secretary with the use of a recording device shall be made solely for the purpose of assisting him/her in the preparation of the minutes of the meeting, and as such, shall remain the property of the Board Secretary and shall not be a public record.