

BOARD MEETING MANAGEMENT	EFFECTIVE DATE
	10/30/2018

**4210.1 Rules of Order**

Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 4230, "Rules of Order for Board and Committee Meetings," shall be used as a general guideline for meeting protocol.

**4210.2 Agenda Timing**

All Board meetings shall commence at the time stated on the agenda and shall be guided by same. The placement of an item on the agenda shall not be deemed a requirement that the items proceed in that particular order. The Board President, with concurrence of a majority of the Board, may alter the order in which agenda items shall be considered for discussion and/or action by the Board.

**4210.3 Conduct of Meetings**

The following concepts shall be applied to Board meetings:

- a. The meetings shall be conducted in an open and fair manner.
- b. The public shall be given ample opportunity to participate in the meetings.
- c. Due process principles shall apply to quasi-judicial proceedings, or as otherwise required by law.
- d. The meetings shall proceed in a manner that enables the Board to consider problems to be solved and make wise decisions intended to solve the problems.
- e. The Board may receive, consider, and take any needed action with respect to reports of accomplishment of District operations.
- f. Noticed public hearings shall be conducted in an orderly fashion, with the Board President establishing the order of the proceedings.
- g. The Board may weigh and determine the credibility of evidence and public comment.

**4210.4 Public Comment**

Public comment is welcome under the following guidelines

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- a. The Board may not require members of the public to give names or sign a register as a condition of attendance or speaking.
- b. The Board may not prohibit public criticism, but shall control the order of the proceedings, including placing reasonable time limits on public comment.
- c. Public comments must be addressed to the Board as a whole through the President. Comments to individuals or staff are not permitted.
- d. For regular meetings the Board shall provide the public with an opportunity to address any item not on the agenda and within the subject matter jurisdiction of the District.
  - 1. This Public Comment period is held at the beginning of the meeting.
  - 2. California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Board of Directors.
  - 3. Persons speaking during Public Comment will be limited to five minutes or, depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board.
- e. For special meetings, the Board shall provide the public with an opportunity to address any item on the agenda.
- f. Members of the public who wish to speak on an item on the agenda, are welcome to do so during consideration of the agenda item itself. Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.
- g. The Board president may allow additional per speaker and per subject comment time when necessary for a full and fair proceeding.

**4210.5 Disruption of meetings**

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No disruptive conduct shall be permitted at any Board meeting. If the presiding officer finds that there is willful disruption of any meeting of the Board by any person present, the presiding office may do the following:

- a. Persistence in disruptive conduct shall be grounds for summary termination, by the Board President, of that person's privilege of address.
- b. Notify the disrupting parties to immediately stop the conduct and that they will be asked to leave the meeting if the behavior continues.
- c. If the behavior continues after notice, order the disrupting parties out of the room and conduct the Board's business without them present.
- d. In cases of extreme disruption, clear the room of all members of the public, and conduct the Board's business without them present.
- e. Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.