



PASADENA AREA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES BYLAWS

Title: Meetings: Audience

Bylaw No. 1290

Legal Authority: Education Code, section 72121;
Government Code 54957.9 (The Brown Act)

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1. The Board welcomes attendance at Board meetings by employees, students, and members of the community.
 2. Members of the audience are encouraged to express their views on matters under consideration by the Board. However, because of the pressure of business, the procedures hereinafter set forth have been established for addressing the board.
 3. In order to minimize the chance of overlooking persons who desire to be heard, it is recommended that such persons, prior to the start of the meeting, advise the Superintendent/President as to the agenda item to which it is desired to speak. It is the Board's policy to hear such persons during the period in which the agenda is being heard and, in particular, before any vote is taken.
 4. The Board will make every effort to recognize speakers who have not advised the Superintendent/President as provided in item 3 above, but who, by holding up a hand, indicate the desire to be heard.
 5. When recognized, a speaker shall stand and preface his or her remarks by stating the speaker's name and address. However, the address is optional, but recommended so as to enable reports to be given to the speakers should the Superintendent/President deem that to be useful to the speaker.
 6. The Board shall exercise its discretion as to the number of speakers to be heard and the time allocated per speaker. The total time available and number of those wishing to be heard will be among the factors given consideration by the Board. Normally, and in the absence of a different ruling by the Board, speakers should not speak for more than five minutes, nor more than 30 minutes shall be used per audience participation. At the end of five minutes, if the speaker desires additional time he or she may request it of the Board. The Board may at any time shorten time for speakers. In the event of speakers being on opposite sides of a question, the chair shall attempt to alternate the recognition of speakers.
 7. Members of the Board and the Superintendent/President may ask questions of a speaker and respond to the speaker's remark on agenda items. As to items not on the agenda, the Brown Act permits the Board to comment thereon but the effect of comments should not be such as to constitute commitment to any action.
 8. Complaints against personnel will be considered in closed session as set forth in 1225, item 2.
 9. Speakers shall speak to the issues and not be disorderly or defamatory. As used herein "defamatory" refers to what reasonably appears to be the commission of actionable slander

and/or the presentation of writings or other materials which reasonably appear to constitute actionable libel.

10. If a speaker is found to be out of order, he or she shall be warned and if out of order conduct is continued, the right of the speaker to speak may be terminated.
11. Persons willfully interrupting a meeting are subject to removal. Where order cannot be restored by such removal, the Board may clear the meeting room in accordance with Section 54957.9 if the Government Code, as said Section may from time to time be amended. The Board may readmit, based on procedures it then and there deems appropriate to the circumstances, persons nor responsible for disturbing the orderly conduct of the meeting.
12. Audio taping, filming, other recordings and broadcasts are permitted unless constituting, in the words of the Brown Act, a "persistent disruption." District audio casts of the meetings of the Board of Trustees are maintained on the College website for a period of five years. After five years the audio casts are kept in the College archives.
13. It is the general policy of the Board to refer new matters to the Superintendent/President for investigation and report. It is strongly recommended prior to coming before the Board the prospective speaker talk to the Superintendent/President or to his designate so that an appropriate investigation may be made.