

Downey Unified School District

INTERNAL BOARD OPERATIONS

PROCEDURES DURING MEETINGS

BP 9260

It shall be the policy of the Board of Education that all citizens including school district employees and pupils are invited to attend meetings of the Board of Education at all times. In order to preserve the democratic process through orderly discussion, the following procedures shall be followed by the Board:

1. After the meeting has been officially opened the President of the Board or the presiding officer shall briefly state the position of the Board. If official action on the issue has not yet been taken the President may so state and may summarize briefly the arguments for and against the issue to be decided.
2. The Secretary of the Board of Education shall secure the names of all those persons wishing to be heard before the Board on the form provided for that purpose prior to the time the agenda item is presented by the President of the Board for consideration. The President of the Board shall exercise his/her sole discretion in recognizing persons rising to be heard without prior written notice unless otherwise directed by a majority vote of the Board.
3. After the speakers for and against the issue have been heard the President shall indicate that questions pertaining directly to the issue involved will be answered by the Board. Anyone speaking to the Board may not speak for more than three (3) minutes unless that time limit is waived by the Board President or a majority of the Board, not exceeding a twenty (20)-minute time limit on one agenda item and 30 minutes for public non-agenda items. No speaker may transfer his/her three (3) minute speaking time to another speaker.
4. All petitions to the Board shall be considered only if presented to the Secretary (Superintendent) in writing in time to be placed on the agenda. Petitions not presented in time shall be considered at the next regular meeting called for consideration of the request.
5. Undue interruption or other interference with the orderly conduct of Board of Education business cannot be allowed. Defamatory or abusive remarks are always out of order. The Chair may terminate the speaker's privilege of address if, after being called to order, he/she persists in improper conduct or remarks.