



Ralph M. Brown Act

Public meetings in the Elk Grove Unified School District are conducted in accordance with the Ralph M. Brown Act (The Brown Act) which requires that all deliberations and actions by school boards be made in public unless a Board closed session is permitted by law. Public participation, consistent with the Brown Act, is welcomed at Board Meetings for both **items not appearing** on the agenda, but are within the jurisdiction of the School Board and for **items appearing** on the agenda.

Regular Meetings and Public Comments

Step 1: How to Request Public Comment to Participate During a Regular Meeting

- To make a public comment during a public comment period, please complete a blue card available in the lobby by the entrance doors and submit it to the designated staff member inside the Board Room.
- Persons are not required to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting in-person. (Board Bylaw 9323)
- To have an opportunity to address the Board during public comments, if you prefer not to provide your name on a blue card, please write "Decline to State" or how you wished to be called up during public comments on your blue card.
- After you turn in your blue card, when the Board President or Board Member asks for public comment and calls your name or your alternative to your name, please walk up to the podium in front of the Board to make your comments.
- Individual speaker time will be tracked, and you will be advised when you have used up your available time.

Step 2: How to Request Public Comment to Participate During a Regular Meeting

- Public comments to the Board during Regular Board meetings must comply with the following procedures:
 - If a member of the public wants to comment on an item on the agenda that will be heard before the scheduled public comment, the comment can be made at the time the item is heard by the Board.
 - Individual speakers will be allowed up to three (3) minutes to address the Board on each agenda item.
 - With Board consent, the president may decrease the time allowed for public comment, depending on the number of persons wishing to be heard on a specific topic.
 - The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add per Board Bylaw 9323.
 - Individuals may not defer their time to another individual speaker to increase their individual total time beyond three minutes.



Guidelines for In-Person Public Comments and Participation

Items Not Appearing on the Regular Board Meeting Agenda

Regular meetings include an agenda item titled “Public Comments”. This item allows the public to comment on items **Not Appearing** on the agenda but are within the jurisdiction of the School Board.

The Board is prohibited by state law from taking action on any item not appearing on the agenda.

- Members of the public shall have an opportunity to address the board on any item of interest that is within the subject matter jurisdiction of the board. If the public comments on items not appearing on the posted board agenda, the Board cannot take action or discuss the public comments other than the Board President briefly acknowledging the comments. (Board Governance Handbook)
- The Board may refer such matter to the Superintendent or designee. (Education Code [35145.5](#), Government Code [54954.2](#))

Items Appearing on the Regular Board Meeting Agenda

Members of the public are provided an opportunity to address the Board either before or during the Board’s consideration of each item of business Appearing on the agenda to be discussed. (Education Code [35145.5](#), Government Code [54954.3](#))

The Board may comment and ask clarifying questions related to public comments made on items of business appearing on the agenda.

Special Board Meetings and Public Participation

For special meetings, members of the public will have an opportunity to directly address the legislative body concerning only agenda items listed on the Special Board Meeting agenda.

Please follow **Steps 1 and 2** as previously noted on **How to Request Public Comment** and **How to Make Public Comment** and note the following:

- A person wishing to be heard by the Board shall first be recognized by the president.
- For items **Appearing** on the agenda, the Board may comment and ask clarifying questions related to public comments made on items of business appearing on the agenda.
- Public Comment may not be made for items **Not Appearing** on a Special Board Meeting agenda.

Disturbances and Recordings

The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group shall be grounds for the Board President to terminate the privilege of addressing the Board. The Board may remove disruptive individuals and order the room cleared if necessary; in this case, further Board proceedings shall concern only matters appearing on the agenda. (Government Code [54957.9](#))

The Superintendent or designee shall designate locations from which members of the public may broadcast, photograph or tape record open meetings without causing a distraction. If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code [54953.5](#), [54953.6](#))