



## **BOARD OF DIRECTORS**

### **BOARD MEETING PROTOCOLS REGARDING PUBLIC COMMENT**

The Collegiate Charter High School of Los Angeles Board of Directors shall comply with the Brown Act and other applicable laws of the State of California regarding open meetings and accessibility to the public. Public comment is a valuable part of any Board of Directors meeting.

#### **In-Person Meetings**

1. Members of the public who wish to speak during the Board meeting shall be allowed three minutes to speak per agenda item. If the member of the public is using an interpreter, the speaker will be given a total of six minutes. Total time for the public to speak on any one agenda item can be limited to a reasonable time, determined by the Board Chairperson. Care should be given to allow all points of view on an agenda item to be heard.
2. Prior to a Board meeting, speaker cards will be available to all members of the public who are in attendance. Anyone who wishes to provide public comment during the Board meeting shall fill out the speaker card prior to the commencement of the Board meeting.
3. At the end of the allowable time to speak, if the member of the public has not completed the comment, the Board Chair will ask the individual to finish speaking. If the member of the public refuses to end their comment in a reasonable time or willfully disturbs the meeting, the Board Chair may proceed with the meeting, adjourn it, remove the speaker, or take any other permissible action reasonable to the particular circumstances.
4. Members of the public who need special accommodation are strongly encouraged to contact Collegiate Charter High School of Los Angeles at least 24 hours in advance to a Board meeting so assistance can be assured. Such information will be included on each meeting agenda.

5. The Board will make available copies of the agenda and agenda materials for open session items to the public at the Board meeting and at teleconference locations.
6. Members of the public who wish to speak on non-agendized items during the Board meeting shall be allowed three minutes to speak per agenda item. If the member of the public is using an interpreter, the speaker will be given a total of six minutes. Total time for the public to speak on any one agenda item shall be limited to 20 minutes, or as otherwise determined by the Board Chairperson. The Chairperson may disallow a request to address the Board if repetitive of other speakers, or if the speaker seeks to make a presentation that he or another speaker has made at a previous meeting, particularly if it appears that the total allotted time may be exceeded.
7. Members of the public attempting to make complaints or charges against a Charter School employee before the Board in open session will be offered the option to meet with staff to file a complaint under the Charter School's established complaint procedures.

#### Teleconference or "Virtual" Meetings Conducted on a Web-Based Platform

In compliance with the California Governor's Executive Order N-29-20 and the Los Angeles Mayor's Safer at Home Order, the Collegiate Charter High School of Los Angeles will be conducting Board meetings via a web-based video conferencing platform such as Zoom. These virtual meetings will continue until the Executive Order and Mayor's Order are rescinded or substantially revised. Virtual meetings on web-based platforms may continue after the Orders are rescinded if such a meeting complies with all requirements of the Brown Act.

1. Members of the public who wish to speak during the Board meeting shall be allowed three minutes to speak per agenda item. If the member of the public is using an interpreter, the speaker will be given a total of six minutes. Total time for the public to speak on any one agenda item can be limited to a reasonable time determined by the Board Chairperson. Care should be given to allow all points of view on an agenda item to be heard.
2. During the meeting, any member of the public who wishes to provide comment during the virtual Board meeting shall use the "raise hand" function on the web-based platform.
3. During the virtual Board meeting, all members of the public will be muted except during their own public comment. The Board Chair shall call on members of the public to comment after they use the "raise hand" function. When called upon,

the member of the public shall be unmuted and given the amount of time mentioned above to speak.

4. At the end of the allowable time to speak, if the member of the public has not completed the comment, the Board Chair will ask the individual to finish speaking. If the member of the public refuses to end their comment in a reasonable time, the Board Chair will mute the individual in order for there not to be a disruption in the business brought before the Board.
5. Any member of the public who expresses or posts inappropriate video or audio will be muted and excluded from the Board meeting. "Inappropriate" is defined as "not suitable or proper in the circumstances." A member of the public's right to comment at the Board meeting will be considered and respected prior to any possible muting and exclusion from the meeting.
6. Members of the public who need special accommodation are strongly encouraged to contact Collegiate Charter High School of Los Angeles at least 24 hours in advance to a Board meeting so assistance can be assured. Such information will be included on each meeting agenda.
7. When Board meetings are held via Zoom or any other web-based platform, the Collegiate Charter High School of Los Angeles will make the agenda and agenda materials available to the public on the school's website for viewing and/or downloading.

Adopted:

Amended: