

BOARD OF GOVERNORS

A-25a PROCEDURE Board Meetings – Rights of the Public

Recognizing the need to conduct the public business of the College in public, the Board is committed to observe and comply with the Public Meeting Law. ([84-1412](#))

Public Attendance at Board Meetings

Except for closed sessions, the public has a right to attend all meetings of the Board of Governors and the Board encourages such attendance.

Videotaping, Televising, Photographing, Broadcasting, and Recording of Meetings of the Board of Governors

Subject to the Open Meetings Act, and the limitations contained in applicable Board policies and procedures, all meetings of the Board other than closed sessions may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing. Provided, however, that Board Chair and the College President and his designees are authorized to issue reasonable directives to ensure that such activities will not interfere with the orderly conduct of the meeting or with the ability of other persons in attendance at the meeting to see and hear discussion at the meeting. Such directives may include but are not limited to directives regarding the placement of cameras and other broadcast and recording equipment within the meeting room.

Identification Not Required

The Board shall not require members of the public to identify themselves as a condition for admission to the meeting nor require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda.

Ensuring Access to Board Meetings; Accommodations Relating to the Public's Right to See and Hear

The Board shall not hold a meeting in a place known to be too small to accommodate the anticipated audience. However, it will not be a violation of this policy for the Board to hold a meeting in any of its traditional meeting places. The Board shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

Required Decorum at Board Meetings

Except as otherwise provided by this policy, the right to address the Board at its meetings is limited to members of the Board; members of the SCC administration, legal counsel; and other persons who have been authorized to address the Board by the Board Chair or the President and his designees. Persons in attendance at meetings of the Board may not engage in any activity that actually disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting. As used in this policy "actual disruption" means conduct that prevents the Board from accomplishing its business in a reasonably efficient manner or in an orderly fashion. Unauthorized remarks from those in attendance, the stomping of feet, whistles, yells, outbursts, catcalls, cursing, applause, and offensive or obscene gestures or other similar demonstrations which disrupt, disturb or otherwise impede the orderly conduct of Board meetings are prohibited. Persons in attendance who have not been recognized to speak may not interrupt members of the Board or other persons who have been duly recognized to speak to the Board. Persons in

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attendance may not engage in the use of physical force of any kind nor threaten the use of physical force. In order to expedite the business of the Board, the posting or display of signs during a meeting of the Board is prohibited. All members of the audience must remain in designated seating areas.

Public Comment

Public Comment will be scheduled at all Board of Governor meetings. The following rules apply to the Public Comment agenda item at Board Meetings and Public Hearings:

1. Public Comment will be permitted only at those times listed on the meeting agenda for Public Comment.
2. During the Public Comment period speakers may address the Board only on those matters with respect to which the Board has decision-making authority or which impact the institution in a substantial and material way.
3. Persons speaking during Public Comment will be called forward individually by the Board Chair to the location identified for such purpose in the order in which they have signed in. Persons who have signed in to address the Board may do so only when they have been called forward and seated at the location referred to in this paragraph.
4. A time limit of five minutes will be allotted for any speaker unless at the commencement of the Public Comment agenda item the Chair sets a different reasonable timeframe to be allotted for speakers in order to accommodate the number of persons who have properly signed in as specified herein.
5. Each speaker may speak only once at each meeting at which Public Comment is allowed. Speakers may not reserve time to speak a second time and may not yield unused time to another speaker.
6. In order to be called forward to address the Board during Public Comment, each person wishing to speak must sign in by writing his or her name, residence address, and the name of the organization represented by such person on the Public Comment Sign-In Sheet. The address requirement may be waived if the Board Chair determines that such waiver is necessary to protect the security of the individual.
7. The staff will make the Public Comment Sign-in Sheet available to the public for a period of time commencing 15 minutes prior to the scheduled start of the meeting and ending when the Public Comment item is first reached on the agenda. Individuals who have not signed in during that timeframe will not be permitted to address the Board.
8. Individuals will be called forward to speak by name. Each individual speaking to the Board will be required to identify himself or herself prior to giving Public Comment by stating his or her first and last name and, if applicable, any organization the speaker represents.
9. Persons speaking to the Board during Public Comment may make printed materials (paper no larger than 8.5 x 11 inches) available to the Board but may not use any other form of media. Public speakers are asked to provide 15 copies of any copies of printed materials presented to the Board.

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10. The Board Chair may discourage speakers from engaging in ad hominem attacks including but not limited to such attacks against Board members and college administrators, faculty, and staff.
11. Persons addressing the Board during Public Comment must:
 - a. Abide by time limits;
 - b. Speak only on those matters with respect to which the Board has decision-making authority or which impact the institution in a substantial and material way;
 - c. Adhere to the rules of decorum set forth in this policy;
 - d. Refraining from the use of audio recordings, video recordings, or any digital still images, posters, signs, other props and/or photographs.

Enforcement of Rules Relating to Decorum and Public Comment

The Board Chair is authorized to enforce all rules relating to decorum and Public Comment at meetings of the Board by declaring violators to be out of order and requiring a change in behavior; ordering persons who continue to engage in misbehavior to leave the meeting room; and, if necessary, summoning security or law enforcement to remove violators from the meeting room. The Chair may also recess the meeting for the period of time necessary to restore order.

Related Policy: A-25

Adopted: 11/21/23

Reviewed: 11/21/23

Revised: 07/25/24