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## Public Comments Policy

Lake View Charter School recognizes its legal responsibility to comply with the Open Meeting Laws under the Ralph M. Brown Act (California Government Code sections 54950, *et seq.*).

The purpose of the Lake View Charter School Governing Board adopting this Public Comments Policy is to do the following:

1. Outline the Public Comment Rules for All Board Meetings Held In-Person
2. Outline the Public Comment Rules for Board Meetings Held Via Teleconference during COVID-19
3. Outline the Public Comment Rules for Board Meetings Held with Some or All Board Members Participating Via Teleconference
4. Outline the Public Comment Rules for Members of the Public Who Wish to Email Their Public Comments to the Board to be Read at a Board Meeting.
5. Outline the Procedures for Members of the Public Utilizing a Translator to Address the Board
6. Outline the Procedures for Members of the Public In Need of a Disability-Related Modification or Accommodation, Including Auxiliary Aids or Services, to Participate in the Public Meeting.

**1. Public Comment Rules for Meetings Held In-Person:** Members of the public may address the Board on agenda or non-agenda items. Members of the public are to fill out the public comments card available at the entrance. Speakers may be called in the order that requests are received, or grouped by subject area. Public Comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to staff or calendar the issue for future discussion.

**2. Public Comment Rules for Meetings Held Via Teleconference During a Proclaimed State of Emergency in Accordance with Government Code section 54953:** Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, Zoom, during the public comment period. Zoom does not require the members of the public to have an account or login. Members of the public are to either utilize the chat option to communicate with the administrative team their desire to address the board or simply communicate orally their desire to address the board when the board asks for public comments. The board will keep public comment open for a reasonable amount of time to allow public members the opportunity to provide public comment, including time for members of the public to register, as needed, with a third-party website or online platform to participate. Speakers may be called in the order that requests are received. Public Comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to staff or calendar the issue for future discussion.

- 3. Public Comment Rules for Meetings Held with Some or All Members Participating Via Teleconference:** Members of the public may address the Board on agenda or non-agenda items at each teleconferenced location or through the teleconference platform, Zoom, during the public comment period. Zoom does not require the members of the public to have an account or login. When using Zoom, members of the public are to either utilize the chat option to communicate with the administrative team their desire to address the board or simply communicate orally their desire to address the board when the board asks for public comments. Members of the public at a teleconferenced location may let the board chair know of their desire to speak during public comment and wait until called by the board chair. Speakers may be called in the order that requests are received. Public Comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to district staff or calendar the issue for future discussion.
- 4. Members of the Public Who Wish to Email Their Public Comments to the Board to be Read at a Board Meeting:** Members of the public can send their public comments to the board email [lvsboard@sequoiagroove.org](mailto:lvsboard@sequoiagroove.org) Public comments that are received via the Board email will be read in the order they are received at the board meeting after the members of the public that are present at the board meeting speak. Emails can be received in any language and will be translated prior to the Board meeting for presentation to the Board in English. Public comments via email are limited to 2 minutes each, with no more than 15 minutes per single topic. If a member of the public's public comments is not read at the meeting due to the time restrictions, the member of the public can request that their public comments be read at the next board meeting. The public comments via email will be read by a designated staff member. Public comments via email must be received by the board email no later than 1 business day before the board meeting.
- 5. Members of the Public Utilizing a Translator to Address the Board:** If a member of the public utilizes a translator to address the board, those individuals are allotted 4 minutes each. If the board utilizes simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.
- 6. Members of the Public in Need of a Disability-Related Modification or Accommodation, Including Auxiliary Aids or Services, to Participate in the Public Meeting:** Lake View Charter School Governing Board encourages those with disabilities to participate fully in the public meeting process. If someone needs a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting or to access the board meeting agenda, please contact the Governing Board Office at 530.927.5137 at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132))