ALAMEDA UNIFIED SCHOOL DISTRICT
Excellence & Equity For All Students

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Parcel Tax Oversight Committee Procedures

Open Meetings
All meetings of the Committee will start on time, be open to the public and comply with open meeting laws (the Brown Act). Minutes, agendas and any other relevant communications and information will be posted on AUSD's website at least 72 hours prior to each meeting.

Individuals who require special accommodations (American Sign Language interpreter, accessible seating, documentation in accessible formats, etc.) should contact Legal Services at 337-7187 no later than 48 hours preceding the meeting.

Public Comments
Members of the public will have the opportunity to address the Committee after agenda items.

Members of the public wishing to address the Committee should submit a "Request to Address the Committee" slip to the Chair prior to the introduction of an agenda item on which he or she would like to speak. Public comment on any agenda items occurs after Staff presentation.

Consistent with the guidelines for public comments at meetings of the Board of Education, the Committee reserves the right to limit speaking time to three (3) minutes or less per individual and to limit public comments to 30 minutes or less. The Committee also reserves the right to make any other reasonable limitations on public comments.

Committee Quorum and Votes
A quorum of a majority of the Committee members will be required to vote on action items. Meetings will not exceed two hours unless extended by majority vote. Any recommendations, reports or actions from the Committee must be supported by a majority of Committee members voting, but the Committee will have the goal and intention of reaching agreement by consensus.

Standards of Conduct at Meetings
Members of the Committee, as well as any members of any audience if one is present, must preserve order and decorum. Any audience member making personal, impertinent or inappropriate remarks, or who becomes boisterous while addressing the Committee, shall forthwith, by the chair, be barred from further audience before the Committee, unless permission is granted by a majority vote of the Committee.

A high level of courtesy will be extended from each member to every other member, particularly during any difficult deliberations.

Committee Chair
A chair will be selected by vote of the Committee to conduct Committee meetings and to serve in a representative capacity as needed.

Consistent with the role of the President of the Board of Education, the chair of the Committee shall preside at all Board meetings. He/she shall:

1. Call the meeting to order at the appointed time
2. Enforce the Committee's procedures relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
3. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
4. Explain what the effect of a motion would be if it is not clear to every member
5. Restrict discussion to the question when a motion is before the Committee
6. Put motions to a vote, and state clearly the results of the vote
7. Represent the Committee as committee spokesperson and representative as needed (i.e., for media interviews)

The chair shall have the same rights as other members of the Committee, including the right to move, second, discuss and vote on all questions before the Committee.

If the chair resigns or is absent, the Committee shall choose a chair pro tempore to perform the chair's duties.