

## **Public Comment Guidelines for the SANDABS Executive Committee**

- In accordance with Government Code section 54954.3, public comment will be allowed at meetings of the San Bernardino County District Advocates for Better Schools (SANDABS) Executive Committee on agenda items, and other matters within the subject matter jurisdiction of the Executive Committee. The opportunity for public comment on a specific agenda item will be provided prior to or during the Executive Committee's discussion of the item and may be afforded as part of a general public comment item.
- Public comment will be accepted in-person only. Should a meeting be held via teleconference, pursuant to Government Code section 54953, public comment will be allowed as required by the Ralph M. Brown Act.
- Public comments by any individual may be a maximum of 3 minutes in length, and a maximum of 15 minutes will be allowed for public comment on a single agenda item. If translation is needed, additional time will be provided in accordance with Government Code section 54954.3.
- Speakers wishing to make a public comment must:
  - Fill out a comment card and submit to the staff person designated by the Executive Committee or SANDABS Administrative agent at the meeting site. Speakers are not required to provide a real name or contact information but must provide an identifier to allow the Co-Chairs to call them up to provide their comment at the appropriate time.
  - Not disrupt, disturb, or otherwise impede the orderly conduct of the meeting.
  - Not use any obscene or profane language.
- The Co-Chair(s) will:
  - Recognize speakers in the order comment cards are submitted.
  - Cut-off public comments not within the subject matter jurisdiction of the Executive Committee.
  - Prohibit obscene, profane, and/or disruptive language and conduct.
  - Cut-off speakers at the 3-minute mark, or at the 6-minute mark if translation services are being used; and at 15 minutes for a single agenda item.
- Exceptions to the Public Comment Guidelines may be provided as part of a reasonable accommodation for members of the public who submit a request for accommodations related to their attendance at SANDABS Executive Committee meetings. Requests for accommodations will be processed by staff for the San Bernardino County Superintendent of Schools (SBCSS), the Administrative Agent for SANDABS.