

Meeting Conduct

The Yolo County Board of Education (“County Board”), as the representative body of the Yolo County Office of Education (“YCOE”), wishes to provide an avenue for any citizen to express interest in the schools. Accordingly, the public is invited to attend any regular or special meeting of the County Board.

Members of the public may attend County Board meetings and address the County Board concerning any item on the agenda or within the County Board’s jurisdiction.

To conduct the County Board’s business in an orderly and efficient manner, the County Board requires that public presentations to the County Board comply with the following procedures:

1. The County Board shall give members of the public an opportunity to address the County Board on any item of interest to the public that is within the subject matter jurisdiction of the County Board, either before or during the County Board’s consideration of the item. (Government Code 54954.3)
2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the County Board matters that are not listed on the agenda but are within the County Board’s jurisdiction. Members of the public who wish to address the County Board on matters listed on the agenda or within the County Board’s jurisdiction are encouraged to fill out a speaker card detailing their name and the topic they wish to address. This process allows the County Board to efficiently determine which comments are permissible for the specific meeting, permit public comment in a logical order, and ensure it has addressed all requests for public comment submitted during the County Board meeting.

Speaker cards may be obtained at the County Board meeting or prior to the meeting by contacting the Executive Assistant in the Superintendent’s office at the Yolo County Office of Education

3. The County Board may refer such a matter to the Yolo County Superintendent of Schools (“Superintendent”) or take it under advisement but shall not take action or discussion on any item not appearing on the posted agenda, except as allowed by law. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the County Board. (Government Code 54954.2)
4. Without taking action, County Board members, the Superintendent, and/or Superintendent staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a County Board member, the Superintendent, or Superintendent staff may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. This brief response shall not be a detailed discussion of the item not appearing on the agenda, and the County Board may limit the length of this response in their discretion. (Government Code 54954.2)

Furthermore, the County Board or a County Board member may provide a reference to the Superintendent or other resources for factual information, ask the Superintendent to report back to the County Board at a subsequent meeting concerning any matter, or place a matter of business on a future agenda. (Government Code 54954.2)

5. The County Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of County Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the County Board determines that the item has been substantially changed since the committee heard it, the County Board shall provide an opportunity for the public to speak. (Government Code 54954.3)
6. A person wishing to be heard by the County Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Individual speakers shall be allowed three minutes to address the County Board on each agenda or non-agenda item. The County Board shall limit the total time for public input to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation depending on the topic and number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

In order to ensure that non-English speakers receive the same opportunity to directly address the County Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the County Board, unless simultaneous translation equipment is used to allow the County Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

7. The County Board President may rule on the appropriateness of a topic, subject to the following conditions:
 - a. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be addressed. (Government Code 54954.3)
 - b. The County Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3)
 - c. The County Board shall not prohibit public criticism of Superintendent staff. Whenever a member of the public initiates specific complaints or charges against such staff of the Superintendent, the County Board President shall inform the complainant that the County Board has no jurisdiction over the Superintendent's staff and cannot hear the complaint, and that their complaint should be made to the Superintendent using the appropriate complaint procedures.
8. The County Board President shall not permit willful interruption of County Board meetings. The County Board President may remove individuals who are willfully interrupting the meeting and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individual(s) not participating in such disturbances may be allowed to remain at the discretion of the County Board President. When the room is ordered cleared due to a disturbance, further

County Board proceedings shall concern only matters appearing on the agenda.
(Government Code 54957.9)

When such disruptive conduct occurs, local law enforcement shall be contacted as necessary.

Members of the public may record an open County Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The County Board may designate locations from which members of the public may make such recordings without causing a distraction. If the County Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the County Board. (Government Code 54953.5, 54953.6.

Legal References:

Education Code, 78, 1009-1017, 1040

Government Code, 54950, 54951, 54953, 54953.5, 54953.6 54954.2, 54954.3, 54954.5, 54954.6, 54957

ADOPTED: 09/24/84

REVISED: 01/25/93, 1/23/24