

Except as provided in Sections 54956.8, 54956.9, 54957 and 54957.6 of the Government Code and 35146 and 48912 of the Education Code, all meetings of the board shall be open to the public and all actions authorized or required by law of the Board of Trustees shall be taken at such meetings.

The agenda for Board of Trustees meetings will be posted at a place where the public may view it at least 72 hours prior to regular meetings and 24 hours prior to special board meetings.

Members of the public will be permitted to place matters directly relating to school district business on the agenda and will be permitted to address the board regarding items on the agenda, as such items are taken up.

Members of the public will also be permitted to address the board on matters not on the agenda, but no action will be taken by the board on such matters at that meeting.

The main purpose of meetings of the Board of Trustees is to conduct the official business of the district as listed on the agenda. Accordingly, the following procedures shall be followed in holding public hearings:

1. Neither board members nor staff members will respond during the public hearing until after all speakers have spoken. Responses, if any, will not occur until after the public hearing is officially closed. Board members may respond to speakers, but generally answers to questions will be given in any one of the following ways:
 - a. by telephone after research, or
 - b. by mail after research, or
 - c. at the next regular meeting of the Board of Trustees, as an agenda item

1.0 Agenda Items

- 1.1 Members of the public may place items on the agenda.
- 1.2 The items to be placed on the agenda by members of the public must relate directly to district business.
- 1.3 The determination of whether or not items to be placed on the agenda by members of the public relate directly to district business is to be made by the superintendent or his/her designee.
- 1.4 Items to be placed on the agenda by the public must be submitted on the form provided by the district and available in the principal's office in each school and in the office of the superintendent at least ten (10) days prior to the next regular meeting of the governing board, along with all back-up materials the person wishes to have considered by the board.
- 1.5 If items placed on the agenda concern charges or complaints against any individual employed by the district, the item shall conform with the procedures set forth in policy 91204, Non-employee and/or Guardian Complaints Against School Employees.

2.0 Addressing the Board of Trustees

At the appropriate time designated on the agenda for public hearing, any members of the public may address the Board of Trustees concerning any subject directly related to district business.

When requests are received for public input on a specific agenda item, the board will open a public hearing on the agenda item prior to any board action. Any members of the public may address the board at that time on the specific agenda item.

During public hearings, questions are not to be put to individual board members or individual staff members.

- 2.1 During hearings it shall be in order for members of the Board of Trustees to ask questions or make comments in order to clarify the discussion.
- 2.2 Not more than five minutes may be allotted to each speaker, and no more than twenty minutes to each subject matter, except by consent of the Board of Trustees.

- 2.3 No person shall present orally or discuss at any hearing of the Board of Trustees complaints against individual employees of the Anaheim Union High School District. Such charges or complaints shall be presented to the Board of Trustees in writing and signed by the person or persons making the charge or complaint.

Legal References:**Education Code**

35145	Meetings; Minutes; Agenda
35145.5	Legislative Intent
35146	Closed Sessions for Student Suspension or Disciplinary Action
48912	Governing Board Suspension

Government Code

54954.2	Brown Act – Open Meeting Laws; Posting Agenda, Action on Items Not on Agenda
54954.3	Brown Act – Open Meeting Laws; Agenda Provision for Public to Address Board
54956.8	Brown Act – Open Meeting Laws; Negotiations Real Property
54956.9	Brown Act – Open Meeting Laws; Closed Meeting for Pending Litigation
54957	Closed Session Regarding a Threat to the Public
54957.6	Brown Act – Open Meeting Laws; Closed Session with Designated Representative

Board of Trustees

December 14, 1978

August 3, 1981

Revised: March 13, 1986

Revised: October 26, 1989

Reviewed: September 1993

Reviewed: February, 2000

References Revised: May 2004

S