

POLICY NUMBER 11

PUBLIC COMMUNICATIONS AT MEETINGS

- Clause I.** As required by the California Government Code, every meeting of the ASG shall provide a segment of the Agenda for members of the public to address the Board on items not appearing on that Agenda which fall under the Board's jurisdiction. Speakers during this Oral Communications segment shall be limited to not more than two (2) minutes per person. Speakers during any other item on the Agenda shall similarly be limited to not more than two (2) minutes per item per person.
- Clause II.** Members of the public who wish to speak on an item, whether as part of Oral Communications or as commentary on a specific agenda item, shall be asked to fill out a Request to Speak form, which shall be made available near the door of the room wherein the meeting shall be held. The Request to Speak form shall include the following information:
- Speaker name
 - Organization represented (if applicable)
 - Agenda item number comment addresses
 - Brief summary of comment
- Clause III.** The Request to Speak form shall be returned to the Secretary, who shall be directed by the President to call the names of those requesting to speak during the appropriate time on the Agenda. Questions and comments will not be entertained from the gallery without a form being submitted.
- Clause IV.** The President, at his or her discretion, may request that a group of individuals who have indicated that they will be addressing the same item select a single spokesperson, who will be given an additional minute of speaking time.
- Clause V.** Members of the ASG are specifically prohibited by law from taking action on any item not appearing on the Agenda. Members may briefly respond to inquiries or direct that a report be made at a later date, the item being officially placed on the Agenda.
- Clause VI.** Members of the media who wish to comment on items or make a statement during Oral Communications are free to do so, provided a Request to Speak form is submitted. Specific media questions regarding actions shall not be entertained at this time, and are properly reserved for after the meeting is adjourned.
- Clause VII.** This policy shall not be construed to require that members of the public sign in or register their presence at a given meeting – such action is prohibited by law.

Approved 5 October 2005