



Pacifica School District Board of Trustees Public Comment Instructions for Board Meetings

Viewing the Board Meeting

Regular Board Meetings will be simultaneously webcast on the [Pacific Community Television website](https://www.pacificacommunitytelevision.com/), Roku, AppleTV, AT&T U-Verse Channel 99; cablecast on Xfinity Channel 26 (Pacific Community Television) in Pacifica and live-streamed to YouTube: <https://www.youtube.com/channel/UCYtreRP5659orBve0733x3A> These meetings are broadcast for public engagement; however, in the event of technological failure, the meetings will still continue in person.

Guidelines for Public Comment

PLEASE NOTE: The public is welcome to provide comment to the Board. Remarks are limited to three (3) minutes, unless extended or limited by vote of the Board. A maximum of twenty (20) minutes, unless extended by the Board, is allocated for each subject discussed. The Brown Act open meeting regulations under which the Board must operate do not allow Board Members to comment on non-agenda items or information you may bring up that are not on the agenda. Additionally, no action can be taken. However, the Board may give direction to Staff following a comment.

Public Comment (Closed Session)

- Closed Session public comment must be made in person.

Virtual Public Comment (Open Session)

- The Board President will formally open and close times for public comment for each agenda item. After public comment is closed, the Board will discuss the item and, if appropriate, take action.
- Individuals wishing to address the Board must place their full name and the agenda item number they wish to speak on in the Q & A area of the webinar (bottom area of the video screen). **Please note: Questions/comments are not to be placed in the Q & A area.**
- Individuals may address topics not on the agenda during the Communications Section (People Wishing to Address the Board) at the beginning of the meeting. However, the Board cannot comment on items not on the agenda.
- The Board, at its discretion, may limit the total time allotted for public comment during each agenda item.
- Speakers must be recognized by the Board President.
- Speakers should introduce themselves and make their statement.
- Speakers are limited to a maximum of 3 minutes, which may be reduced at the discretion of the Board.
- Time allotments may NOT be passed from one person to another.
- An individual may speak only once on each agenda item.

In-Person Public Comment (Open Session)

- The Board President will formally open and close times for public comment for each agenda item. After public comment is closed, the Board will discuss the item and, if appropriate, take action.
- Individuals wishing to address the Board must complete a request card with their name, address and the item number. Cards are located on the table as you enter the room. Cards should be submitted either to the Board President or to the Superintendent.
- Individuals may address topics not on the agenda during the Communications Section (People Wishing to Address the Board) at the beginning of the meeting. However, the Board cannot comment on items not on the agenda.
- The Board, at its discretion, may limit the total time allotted for public comment during each agenda item.
- Speakers must be recognized by the Board President and step to the podium to speak.
- Speakers should introduce themselves and speak into the microphone. (The microphone is for the television and does not amplify sound.)
- Speakers are limited to a maximum of 3 minutes, which may be reduced at the discretion of the Board.
- Time allotments may NOT be passed from one person to another.
- An individual may speak only once on each agenda item.

[Link](#) to Pacifica School Districts agendas.

5:00 PM Open Meeting for Public Comment on Closed Session Items (**In-person only**)

6:00 PM Open Regular Board Meeting

(unless otherwise noted)