California Department of Education

School District Organization Handbook

September 2019

# APPENDIX J SAMPLE GUIDELINES FOR PUBLIC HEARING AGENDA

NOTES:

The guidance in this handbook is not binding on local educational agencies or other entities. Except for statutes, regulations, and court decisions that are referenced herein, the handbook is exemplary, and compliance with it is not mandatory (see California *Education Code* Section 33308.5).

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**SAMPLE** GUIDELINES FOR  
PUBLIC HEARING AGENDA

1. Introduction of Committee Chairperson  
Responsibilities/Mission No time limit

2. Explanation of the Proposal by Secretary  
of the County Committee

Presentation of Facts No time limit

3. Explanation of Guidelines by Chairperson No time limit

4. Petitioners 20 minutes maximum

5. Districts Involved

Board Members

Superintendents 20 minutes maximum for each district

6. Proponents 45 minutes maximum; each speaker limited to 5 minutes maximum (time may be shortened at the discretion of the chairperson)

7. Opponents 45 minutes maximum; each speaker limited to 5 minutes maximum (time may be shortened at the discretion of the chairperson)

8. Summation/Closing Statements

Proponents 5 minutes maximum

Opponents 5 minutes maximum

Notes: At the second hearing, items 4 and 5 will be in reverse order, and items 6 and 7 will be in reverse order.

This process has been adopted by the Los Angeles County Committee on School District Organization. The State Board of Education, at its hearings on school district organization issues, typically allows 10 minutes total for each side of the issue, plus an open public session for other speakers (one or two minutes per speaker).