California Department of Education

School District Organization Handbook

September 2019

# APPENDIX K

# SAMPLE SUGGESTED PROCEDURES FOR A PUBLIC HEARING CONDUCTED BY THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

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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## SUGGESTED PROCEDURES FOR A PUBLIC HEARING

## CONDUCTED BY THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

All persons who have either signed up prior to the beginning of the public hearing or contacted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by telephone or in writing prior to \_\_\_\_\_\_\_\_ p.m. on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be allowed to speak. The order of speaking will be determined by the order of receipt of requests.

Those persons wishing to speak but not able to preregister *may be allowed to speak* if the committee chair wishes to recognize them. Those persons may be heard only after all preregistered persons have been heard.

No person will substitute for another person registered to speak without approval of the chair. If the pre-registrant is absent and approval has not been granted to a substitute speaker, the chair will go on to the next name.

**Order of Speaking**

1. Major spokesperson *for* the petition 15 minutes

2. Major spokesperson *against* the petition 15 minutes

3. Speakers representing affected school districts   5 minutes each

4. Preregistered speakers   4 minutes each

5. Requests from the floor, if recognized by the chair   4 minutes each

No “pro” or “con” literature may be distributed before, during, or after the public hearing by any person or organization, nor may any signatures for petitions be solicited.

Note: This process was adopted by the Santa Clara County Committee on School District Organization.