

Riverside County Committee on School District Organization

PUBLIC HEARING GUIDELINES

Public hearings are not intended to be a time for the public to ask questions or obtain information about the subject matter of the hearing. Rather, public hearings are for the public to provide the Committee with information. Members of the public are expected to obtain in advance of the public hearing whatever information they may need in order to provide meaningful comments at the hearing.

In order to comply with the intent of a public hearing, Committee Members will not respond to questions during a speaker's presentation.

Public Comment session time limits will be enforced.
Chairperson maintains the right to suspend timelines when deemed appropriate.

Procedure and Time Lines

Order of Speaking

- | | |
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| 1. Major spokesperson(s) in favor of proposal | 15 min.(total time for individual or group) |
| 2. Major spokesperson(s) in opposition to proposal | 15 min. (total time for individual or group) |
| 3. Official representative of affected district | 15 minutes (per district) |
| 4. * Individual speakers | 3 minutes each – for total of 30 minutes |

***INDIVIDUAL SPEAKER SEGMENT OF THIS HEARING
IS LIMITED TO- 3 MINUTES PER INDIVIDUAL
FOR A TOTAL OF 30 MINUTES***

Procedure

***Individual speakers complete *Request to Present* form and hand it to the secretary.**

- a. Persons who submit request forms prior to the beginning of the public hearing will be called upon first to speak.
- b. Speakers will be called in the same order that requests were received
- c. Chairperson will call individuals to the microphone at the appropriate time.
- d. Individuals who did not submit a *Request to Present* form prior to the beginning of the meeting may be allowed to speak if the committee chairperson wishes to recognize them. Please present a *Request to Present* form to the secretary.

NOTE:

- Due to time limits, there is a possibility that not all individuals submitting requests will be called upon.
- No person will substitute for another person registered to speak without approval of the chair. Registered individuals can not give their time to add minutes to the time allotted another speaker.