



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

Beginning March 30, 2022, **Pacifica** School District will return to hosting its Board of Trustees meetings in person at the regular time. These meetings are public but may be affected by Covid 19 guidelines in effect at the time of the meeting. Currently, masks are strongly recommended for attendees.

Viewing the Board Meeting

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

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 their discretion, may limit the total time allotted for public comment during each agenda item.
- Speakers must be recognized by the Board President.
- The speaker's microphone will be unmuted.
- 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.
- After the allotted time, the speaker's microphone will be muted.
- 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 and Closed Sessions)

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 their 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.

6:00 PM Open Meeting for Public Comment (in person only) on Closed
Session Items 7:00 PM Open Regular Board Meeting
(unless otherwise noted)