



The State Bar of California

STATE BAR OF CALIFORNIA POLICY REGARDING PUBLIC COMMENT

The State Bar of California welcomes public comment at all of its public meetings and appreciates listening to a wide range of viewpoints that reflect the diversity of California. These public comment rules are designed to ensure that members of the public may exercise their right to be heard, as well as ensure that the State Bar is able to fulfill its obligation to conduct business on behalf of the people of California in a timely fashion.

Written Public Comment

Members of the public may submit comments in writing before any public meeting by sending them directly to the email address listed on the agenda.

To allow sufficient time for the Board and subentity members to review written public comments, members of the public are encouraged to submit written comments at least 24 hours prior to the start of a meeting. Written comments received less than 24 hours before the start of the meeting may not be provided to members prior to the meeting but in any event will be distributed the following business day.

Written materials brought to a meeting for distribution will be held by the Board secretary or committee coordinator and will be distributed after the meeting.

Information regarding how to provide public comment will be on each meeting webpage and all meeting agendas.

Oral Public Comment

The State Bar welcomes public comment in person, over the telephone, or by video conference. Instructions for making oral comment are posted on the State Bar's website and include the process for signing up to speak. Members of the public are encouraged to sign up to speak in advance of the meeting but may speak at the time public comment is called. Members of the public attending the meeting remotely will be called on in the order that they appear in the attendee list. Those who sign-up to provide oral comment in person will be recognized in the order in which they signed up. These instructions are consistent with the State Bar's Public Comment Policy and the Bagley-Keene Open Meeting Act.

Making A Written Request to Speak

Individuals may request to speak in advance of a meeting, or they can make the request at the meeting. Information about how to sign-up in advance will be on each meeting agenda as well as on the meeting webpage.

Those who submit a written request to speak will receive a written confirmation of receipt. Members of the public are asked to provide the speaker's first and last name and the topic or

the number of the specific agenda item they wish to address. People will be called to speak in the order in which they signed-up.

The deadline for advance sign-up to speak is 24 hours prior to the start of the meeting. The chair of all State Bar meetings generally calls for public comment at the beginning of each meeting. The chair will set a time limit for each speaker of not less than two minutes per speaker prior to the start of the public comment period. The time limit will be the same for all speakers on a particular item.

When a large number of speakers wish to comment on one item on the agenda, the chair may decide to take general public comment at the start of the meeting and take public comment on a specific agenda item when that item is called.

The State Bar encourages groups of people who have a shared position to appoint one or more spokesperson(s) to speak for their group. The chair shall verbally request those who share their views to stand up or raise their hands via Zoom to acknowledge the number of people signifying their support to communicate more fully to those who are unable to see because of vision impairment or because they are participating by telephone without video.

Members of the public cannot cede their time to another speaker.

The chair has the discretion to allow members of the public who wish to speak following closure of the public comment to make remarks at any time during the meeting.

Given time constraints, it is not guaranteed that all who request to speak will be accommodated. The time allotted for public comment will vary according to the number of requests received and the time available. For meetings that do not have a set end time or that are noticed for a duration of greater than two hours, after two hours of public comment, inclusive of a 10-minute break, or up to the first 100 speakers, whichever comes first, the chair may declare the public comment session closed. For meetings that are noticed for a duration of less than two hours, after one hour of public comment, or up to 50 speakers, whichever comes first, the chair may declare the public comment session closed.

The foregoing time limitations do not apply to hearings held in open session in which the Board, committee, or subentity is considering action against a specific person or entity. Such a person or entity will receive additional time to address the body at the time the agenda item is heard. The chair may place reasonable limits on the total time or the number of official representatives of the person or entity that can address the body.. Such persons or entities who wish to address the body must contact the Board secretary or committee coordinator not less than 72 hours in advance of the meeting for scheduling purposes.

Requests for Accommodation

Individuals in need of interpreters or other reasonable accommodations to address or observe a meeting are asked to provide at least 72 hours' notice to allow sufficient time to make arrangements. Reasonable accommodations will be provided free of charge. Individuals

providing public comment at the meeting who require interpreters shall be given at least twice the time limit for other speakers. The granting of additional time for speakers who require other accommodations is at the discretion of the chair but must be sufficient to allow people needing special accommodations to have an equal opportunity to address the State Bar as those who do not.

Maintain Decorum at Meetings

A meeting is a limited public forum, and State Bar policy bodies must give broad rein to a speaker's right of self-expression so long as comments made relate to the specific agenda item or to items under the jurisdiction of the Board or the committee/subentity at which the comment is made. Members of the public have the right to comment on or criticize the State Bar's programs, practices, policies, and services, as well as its members and staff.

The State Bar of California invites public comment about its operations, including comment about the performance of its public officials and employees. However, any person—whether that person is attending in person, by phone, or by video conference—who engages in disorderly conduct or utters loud, threatening, offensive, or abusive language that actually disrupts, disturbs, impedes, or otherwise renders infeasible the orderly conduct of the meeting shall, at the discretion of the chair, be removed from the meeting. Prior to removal, the chair or their designee shall warn the person that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal. To the extent the warning is given to a person providing public comment, the person's time for public comment will be held while the warning is given. After providing the warning, the chair or their designee may remove the person if they do not promptly cease their disruptive behavior. No warning prior to removal is required if the person is engaged in a true threat of force, namely a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

In addition, State Bar policies, along with federal and state laws, prohibit discrimination against or harassment of State Bar employees based on race, color, ancestry, national origin, ethnicity, citizenship, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), age, religion, religious creed, disability or medical condition, HIV/AIDS status, genetic information, sexual orientation, marital status (including domestic partnership), gender, gender identity, gender expression, sexual orientation, military and veteran status, or any other status protected by state or federal laws. Should there be any such discriminatory or harassing comments during public comment, at the discretion of the chair, the following actions shall be taken:

1. The chair shall read, at the chair's option, the State Bar's policy regarding discrimination and harassment into the record. That policy is as follows:
"The State Bar maintains zero tolerance for unlawful harassment, discrimination, and retaliation. Employees must, at all times, treat all other employees, job applicants, and persons providing services to the State Bar with respect and

dignity in accordance with this policy. Likewise, the State Bar will not tolerate harassment, discrimination, or retaliation against its employees, job applicants, or members of the public by any employees, or by any person with whom the State Bar has a business, service, or professional relationship.”.

2. The chair shall state that comments in violation of State Bar policy regarding discrimination and harassment will not be condoned and inform the speaker that their language is unwanted, unwelcome and/or inappropriate, and that they interfere with the ability of those present to listen and understand;
3. The chair shall further state that any State Bar employee who is offended or otherwise does not wish to attend due to the remarks is excused from attendance at the meeting during the remarks;
4. The speaker’s time will be held during the chair’s admonishment and the speaker will receive their full allotment of time unless the speaker’s comments actually disrupt, disturb, impede, or render infeasible the orderly conduct of the meeting;
5. The speaker will be allowed to continue after the admonishment; and
6. The chair may call a recess to allow staff or public to leave and/or provide de-escalation.

In-person attendees at the meeting attendees shall not wear or display signs, placards, banners, hats, costumes or similar items at any time in the room where the meeting is held that obstruct the view of other audience members. In no event shall signs, placards, banners, props or similar items be larger than 8 ½ by 11 inches, taped to wall or doors, be illuminated, or be attached to any pole, stick or other device. Signs, placards, or banners attached to any pole, stick, or device must be left outside of the security screening.

Please note that comments and materials received will, in full, become part of the public record.