

Public Forum Policy

Pardall Center Governance Board Policies

Associated Students, University of California— Santa Barbara

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§1. Purpose

This policy, adopted pursuant to Article XVII, §5(C) of AS By-Laws, establishes rules for public forums to promote fairness, accessibility, and transparency and to foster collaboration between the Pardall Center Governance Board (PCGB) and the community.

§2. Requirements

- A. Public forums allow UCSB students and staff, members of the IV community, and established organizations to provide input on AS in IV and Pardall Center governance.
- B. Public forums shall be held at all regularly scheduled meetings before any action items. Special or emergency meetings shall be exempt from this requirement. PCGB shall publish its regular meeting schedule on the Pardall Center website each quarter.
- C. Only procedural motions, such as extending or ending the forum or enforcing decorum, may be made during public forum. All substantive motions must wait until later in the meeting.

§3. Duration

- A. Public forums at regular meetings shall last a minimum of ten (10) minutes. The duration of specially convened public forums shall be set at their inception.
- B. Public forums may be ended before the allotted time has elapsed with a two-thirds (2/3) vote.
- C. If sign-ups exceed the time limit, PCGB may extend the public forum at its discretion.
- D. Those unable to speak due to time limits may instead submit written statements to PCGB.

§4. Time Limits & Order of Speakers

- A. Each speaker shall be allotted up to two (2) minutes. Time may not be transferred or pooled.
- B. Speakers shall sign up before the forum, using a physical or digital sheet managed by the Chair or their designee. Recognized organizations (i.e. AS entities, UCSB departments, Registered Campus Organizations, and established Isla Vista-based community organizations) shall speak first through a designated representative who shall list their name, organization, and position on the signup sheet. Remaining speakers shall be recognized in the order they signed up.
- C. If time remains after all sign-ups, PCGB may allow additional participants to sign up. If none sign up, previous speakers may be recognized for one (1) additional two (2) minute turn in the original order.

Overflow

- A. With ten (10) minutes total and two (2) minutes each, up to five (5) speakers are allowed.
- B. With six (6) to nine (9) sign-ups, PCGB may extend the forum or accept written statements.
- C. With ten (10) or more sign-ups, PCGB may reduce speaking time to one (1) minute each

§5. Access & Accommodations

- A. Speakers may request reasonable accommodations by contacting the Chair at least 48 hours before public forum. Late requests will be honored to the greatest extent possible.
- B. A Zoom option may be provided for public forum. Zoom participants are subject to the same time limits, rules of decorum, and procedure as in-person participants.
- C. Public forum may only be recorded, livestreamed, or broadcast through official Pardall Center channels. Speaker contributions shall be summarized in the meeting minutes, which will be published on the Pardall Center website after the meeting.

§6. Role of PCGB Officers

- A. The Chair, or if absent, Vice Chair, is the chief officer and shall recognize speakers in the order above.
- B. The chief officer or their designee shall keep time for public forum and for each speaker, and shall end each when their time expires.
- C. PCGB members shall not interrupt speakers except to enforce decorum, but may answer questions.

§7. Enforcement

- A. All participants shall comply with this Operational Directive, the Pardall Center Code of Conduct, and the Standing Policies & Procedures of the Pardall Center.
- B. Pardall Center staff and PCGB shall work to ensure meetings are safe, orderly, and respectful for all.
- C. The chief officer shall not restrict speakers based on content, but may prohibit discussion of personnel matters or private student information and issue warnings about decorum and staying on topic.
- D. The chief officer may warn speakers for disruptive remarks, and end their turn if they continue disruptive conduct, violate confidentiality, or engage in discriminatory or harassing speech.
- E. In extreme cases, PCGB may remove a speaker for the remainder of the meeting.
- F. Serious or repeated violations are subject to consequences under the Standing Policies & Procedures of the Pardall Center, §J: Compliance and Conduct.

§8. Date Adopted & Amended

The Pardall Center Governance Board voted to adopt this policy on **10/07/25**. The names of the Chairs at time of adoption have been listed below.

- A. *Adopted on 10/07/25 by **Hannah Adams-Claros***