



# Bassett Unified School District

Personnel Commission  
1314 N. Le Borgne Ave, Room 12  
La Puente, CA 91746  
(626) 931-7984 Fax: (626) 931-7985  
www.bassett.k12.ca.us

Vern Wallery, Chair  
Sue Hartley, Vice-Chair  
Frances Alvarado, Member

Patrick T. Maher, Personnel Director

“EXCELLENCE FROM MERIT”

## REQUEST TO SPEAK DURING PERSONNEL COMMISSION MEETING SUBMIT THIS FORM TO THE SECRETARY PRIOR TO THE MEETING

We welcome you to address the Personnel Commission during the meeting. Please complete this form and give it to the secretary prior to the start of the meeting. Please read and follow the instructions on the reverse of this form in making our public comments:

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
Street No. City Zip

If you wish to address the Commission on a matter not on the agenda, please briefly describe the nature of the topic you wish to speak on. (NOTE: The Personnel Commission has limited subject matter jurisdiction and may not be the proper forum for certain matters. If the Chair believes that your topic covers a matter not under the subject matter jurisdiction of the Commission, you will be advised of that fact and directed to the proper entity).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you wish to address the Commission on a matter that is **on** the agenda, please indicate the agenda item number(s) below:

<u>Agenda Item #</u>	<u>Agenda Item #</u>
<u>Agenda Item #</u>	<u>Agenda Item #</u>
<u>Agenda Item #</u>	<u>Agenda Item #</u>

Please read the procedures for addressing the Commission on the reverse side of this form. If this is a special meeting you may only address the Commission on an agenda item.

**If your matter is a personnel matter not on the agenda, you are encouraged to contact the Personnel Director to discuss the matter before addressing it to the Commission.**

**SEE REVERSE FOR INFORMATION ON ADDRESSING THE COMMISSION**

## **AGENDA ITEMS/ADDRESSING THE PERSONNEL COMMISSION (PUBLIC)**

Except as provided in Sections 54957 and 54957.6 of the Government Code all meetings of the Commission shall be open to the public and all actions authorized or required by law of the Personnel Commission shall be taken at such meetings.

The agenda for Personnel Commission meetings will be posted at a place where the public may view it at least 72 hours prior to regular meetings and 24 hours prior to special Commission meetings.

Members of the public will be permitted to place matters directly relating to Personnel Commission business on the agenda and will be permitted to address the Commission regarding items on the agenda as such items are taken up. To place an item on the agenda, contact the Personnel Director at least 5 business days before the meeting.

Members of the public will also be permitted to address the Commission on matters under its subject matter jurisdiction not on the agenda at regular meetings, but no action will be taken by the Commission on such matters at that meeting.

The main purpose of meetings of the Personnel Commission is to conduct the official business of the Personnel Commission as listed on the agenda. Accordingly, the following procedures shall be followed in holding public comment on agenda items:

Neither Commission members nor staff members will respond during the public comment until after all speakers have spoken. Speakers who ask questions will be informed by the Chair that responses will not be forthcoming until after the current Commission meeting and prior to the end of the following Commission meeting. Answers to questions will be given in any of the following ways:

1. By telephone after research, or
2. By mail after research, or
3. At the next regular meeting of the Personnel Commission as an agenda item

During public comment, questions are not to be put to individual Commission members or individual staff members.

During public comment, it shall be in order for members of the Personnel Commission to ask questions or make comments in order to clarify the discussion.

Not more than five minutes may be allotted to each speaker, and no more than twenty minutes to each subject matter, except by consent of the Personnel Commission or the Chair.

At the appropriate time designated on the agenda for public comment, any members of the public may address the Personnel Commission concerning any subject directly related to the subject matter jurisdiction of the Commission that is not on the agenda.

When requests are received for public input on a specific agenda item, the Personnel Commission will allow the public to address the Commission on the agenda item prior to any Commission action. Any members of the public may address the Commission at that time on the specific agenda item.

During public comment, questions are not to be put to individual Commission members or individual staff members.

During public comment, it shall be in order for members of the Personnel Commission to ask questions or make comments in order to clarify the discussion.

Not more than five minutes may be allotted to each speaker, and no more than twenty minutes to each subject matter, except by consent of the Commission or the Chair.

If you wish to have an item placed on the agenda for the next meeting, please submit your request in writing to the Personnel Director at least 5 business days before the meeting.