

**COMMISSION ON SPECIAL EDUCATION ACCESS AND EQUITY
RULES ON THE CONDUCT OF MEETINGS
In Compliance with the Open Meeting Act**

1.0 Notice

- 1.1 The Commission on Special Education Access and Equity (Commission) will provide reasonable advance written notice to the public that the Commission is planning to meet.
- 1.2 The notice will include the date, time, and location, information on how individuals may register to make public comment, and how individuals with disabilities may request accommodations.
- 1.3 The notice will be published in the Maryland Register. The notice will be in the issue of the Maryland Register that is two or more weeks prior to the date of a Commission meeting. Notice will also be posted on the MSDE website, at <http://www.marylandpublicschools.org/MSDE/>.

2.0 Public Attendance at Open Sessions

- 2.1 The general public is invited to attend and observe any open session of the Commission.
- 2.2 No member of the public may participate in the session except when the Commission expressly invites public testimony, comments, questions, or other public participation.
- 2.3 The Commission will allocate 30 minutes for oral public comment at the end of each meeting. Individuals must contact Ms. Donna Riley, Division of Special Education/Early Intervention Services, at (410) 767-0249 or via email at driley@msde.state.md.us at least 24 hours prior to the meeting to register to speak. Registration will be accepted on a first-come, first-served basis.
- 2.4 To ensure effective use of the time available for public comment, speakers will have three minutes to address the Commission and are encouraged to provide multiple written copies of their comments or any other documents supporting their oral comments.
- 2.5 Appropriate accommodations for individuals with disabilities will be provided upon request. To allow time to arrange accommodations, eight (8) business days notice prior to a Commission meeting is requested. Contact Ms. Donna Riley at (410) 767-0249 or via email at driley@msde.state.md.us.

- 2.6 Attendees of an open session of the Commission may not engage in any conduct that disrupts the session or interferes with the right of members of the public to attend and observe the session, including conduct involving visual demonstrations, such as waiving of placards, signs, or banners.
 - 2.6(a) The presiding officer may order any attendee to be removed if the attendee persists in conduct prohibited by Section 2.6 or any other rule regarding the conduct of attendees at a session of the Commission.
 - 2.6(b) The presiding officer may request police assistance to restore order under circumstances described in Section 2.6(a), and may recess the session while order is restored.

3.0 Recording, Photographing, and Broadcasting of Open Sessions

- 3.1 A member of the public, including a representative of the news media, may record discussions of the Commission at an open session by means of a tape recorder or any other recording device if the device does not create an excessive noise that disturbs members of the Commission or other attendees.
- 3.2 A member of the public, including a representative of the news media, may photograph or videotape the proceedings of the Commission at an open session by means of any type of camera.
 - 3.2(a) A camera used to photograph or videotape the proceedings must be operated without bright artificial light that disturbs Commission members or other attendees.
 - 3.2(b) A camera used to photograph or videotape the proceedings must be operated without loud noise that disturbs Commission members or other attendees.
- 3.3 A representative of the media may broadcast or televise the proceedings of the Commission at an open session by means of any type of equipment.
 - 3.3(a) Equipment used to broadcast or televise the proceedings must be operated without bright artificial light that disturbs Commission members or other attendees.
 - 3.3(b) Equipment used to broadcast or televise the proceedings must be operated without loud noise that disturbs Commission members or other attendees.

- 3.4 A member of the public or representative of the media who intends to record, photograph, or broadcast an open session, or who requires accommodations in order to attend the session, must provide reasonable notice in advance of the meeting in order for the Commission to ensure that the meeting takes place at a location that is reasonably accessible to attendees and can accommodate the use of equipment.
- 3.5 The presiding officer may restrict the movement of a person who is using a recording device, camera, or broadcasting or television equipment if such restriction is necessary to maintain the orderly conduct of the session.
- 3.6 These unofficial recordings of an open session or any transcript derived from such a recording may not be deemed to be a part of the record of any proceeding of the Commission.

4.0 Minutes

- 4.1 The Commission will prepare written minutes of each meeting including each item considered, action taken, and the vote with sufficient detail that a member of the public can understand what occurred.