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March 8, 2016
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BP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS

References:

Education Code Section 72121.5;
Government Code Sections 54954.3 and 54957.5

The Board of Trustees shall provide opportunities for members of the general public to participate in the business of the Board. The opportunities to participate could be at the start of the meeting, the beginning of the agenda item before Board discussion, or just prior to the Board vote.

Members of the public may bring matters directly related to the business of the District to the attention of the Board of Trustees in one of the following 4 ways:

1. **Public Comments on Items Not on the Agenda**

Members wishing to present such items shall submit a written request at the beginning of the meeting to the President of the Board that summarizes the item and provides his/her name and organizational affiliation, if any. No action may be taken by the Board on such items.

2. **Placing Items on the Board Agenda** (See BP 2340 titled Agendas)

3. **Public Oral Comments on Agenda Items**

The Board also intends that members of the public be able to address the Board regarding items on the agenda as such items are taken up. At each meeting, citizens attending the meeting shall be allowed to address the Board on agenda items as those matters are discussed by the Board Members of the public who wish to address the Board on items on the agenda shall complete a written request to the District Chancellor at the beginning of the meeting at which they wish to speak. The request shall note the item on which they wish to speak and identify the submitter by name and by organizational affiliation, if any. A phone number is also requested to allow the presenter to be contacted for further communication.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

No member of the public may speak without being recognized by the President of the Board.

Each speaker will be allowed a maximum of three minutes per topic. Thirty minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board meeting. At the discretion of a majority of the Board, these time limits may be extended.

The Board recognizes the need to encourage public participation but also recognizes the need to preserve order and the proper functioning of the meeting. Citizens addressing the Board at meetings shall therefore conduct themselves at all times in a manner appropriate to the setting.

Those wishing to speak to the Board are subject to the following:

The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.

4. Public Written Comments on Agenda Items

Members of the public also may submit written communications to the Board on items on the agenda. Written communication regarding items on the Board's agenda should reach the Office of the District Chancellor not later than three working days prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule; but shall be submitted to the District.