

Approved  
September 1, 2016

## **AP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS**

### **References:**

Education Code Section 72121.5;  
Government Code Section 54954.2

## **ADDRESSING THE BOARD OF TRUSTEES**

### **Agenda Items**

#### **A. Audience Comments**

Those wishing to communicate with the Board on agenda items, may do so in writing. The written communication should be sent to the District Chancellor's Office not later than 48 hours 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 should contain the address of the author and the author's organizational affiliation, if any.

#### **B. Speaker's Procedure**

In order to ensure efficient conduct of District business, each speaker generally will be allowed three minutes. The Board, by consensus or a motion to limit or extend debate, may allow more or less time to a speaker. Speakers are urged, but not required, to fill out a request form. Forms to address the Board will be made available at the meeting. Speakers will be asked, but are not required, to state their names and addresses for the record.

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

**D.** Non-scheduled substitutes may not speak in place of scheduled speakers unless alternatives have been submitted on the original request to address the Board.

## **Non-Agenda Items**

### **A. Recognition of Speakers**

Persons who wish to ask questions or make statements about District matters not related to agenda items will be recognized by the presiding officer during the portion of the agenda titled, "Comments on Matters Not on the Agenda."

### **B. Speaker's Procedure**

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### **C. Legal Limits — Action on Non-Agenda Items**

The law does not allow action to be taken on non-agenda items at the same meeting where comments are made or testimony is taken, except in an emergency or other specifically authorized situation.