

## PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board shall provide opportunities for members of the general public to participate in the business of the Board.

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

1. There will be a time at each regularly scheduled board meeting for the general public to discuss items either on the agenda or not on the agenda. Speakers are limited up to two (2) minutes each. However, up to four (4) minutes each will be allotted to a member of the public who utilizes a translator to ensure that non-hearing and non-English speakers receive the same opportunity to directly address the Board. The maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board meeting will appear on the agenda. At the discretion of a majority of the Board, these time limits may be extended.

Members wishing to present such items shall submit a written request summarizing the item at the beginning of the meeting to the Board's Executive Assistant. No action may be taken by the Board on such items.

Persons submitting a written request to address the Board will be heard in the order in which the Board President received the request. The Board President has the prerogative to reorder public comments.

2. Members of the public may place items on the prepared agenda in accordance with Board Policy 2340 – *Board Agendas*.

A written summary of the item must be submitted to the Chancellor at least two weeks prior to the Board meeting. The summary must be signed by the initiator, contain their residence or business address, and organizational affiliation, if any.

3. Members of the public may submit written communications to the Board on items on the agenda and/or speak to agenda items at the Board meeting. All written communications regarding items on the Board's agenda shall reach the Office of the Chancellor not later than three (3) 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 their residence or business address and their organizational affiliation, if any.

If requested, written communications received that are public records shall be made available in appropriate alternative formats in order to be accessible to persons with disabilities.

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

Members of the public are not required to purchase a parking permit to attend a Board meeting.

*Reference:*

*Government Code Sections 54954.3, 54957.5, and 54961  
Education Code 72121.5*

Adopted: 08-27-07      Revised: 10-25-21  
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