



**Policy**

**2345 Public Participation at Board Meetings**

The Board shall provide opportunities for members of the 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 two ways:

- There will be a time at each regularly scheduled Board meeting for the general public to discuss items not on the agenda.

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

- Members of the public may place items on the prepared agenda in accordance with BP 2340 titled Agendas.

A written summary of the item must be submitted to the Chancellor at least 10 days prior to the Board meeting. The summary must be signed by the initiator, contain his/her residence or business address, and organizational affiliation, if any.

Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the Board meeting (see BP/AP 2350: Speakers). Written communication regarding items on the Board’s agenda should reach the Office of the Chancellor 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 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.

**Cross References (see also):**

YCCD Policy 2350 – Speakers

**References:**

Government Code Sections [54954.3](#) and [54957.5](#); Education Code Section [72121.5](#)

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**Adopted:** June 4, 2002  
**Revision Adopted:** ~~September 2, 2003~~, March 9, 2016  
**Last Reviewed:** March 9, 2016