

Policy Change
Procedure Change
New Policy
New Procedure

Constituency Group Review
District Council
Board 1st Reading
Board 2nd Reading

KEY:
BOLD= new language
~~strikethrough~~= delete language

Comments:
Revised in conjunction with Policy
2345-Public Participation at Board
Meetings – Oral Communication

Referred to:
Legal

Edited:
6/12/13



Policy

2350 Speakers

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

Persons who want to comment on agenda topics may do so after being recognized by the Chair of the Board and before Board discussion on the action item.

Persons who want to comment on topics not included on the agenda can do so during the Public Comment section of the agenda.

Prior to comment at the Board Meeting, all speakers should complete a Speaker Request form in advance and give it to the Board stenographer. Individuals will be allowed a maximum of five (5) minutes per topic. Other guidelines may apply. (See Board Policy 2345)

Procedure:

The following **process** guidelines shall be followed by members of the public who wish to **comment at the Board Meeting**. ~~place items on the Board agenda:~~

~~A. Items Placed on the Board Agenda by the Public~~

- ~~1. All requested agenda items shall be related to the business of the Board.~~
- ~~2. Agenda items submitted by the public for a Board meeting must be received in writing by the Office of the Chancellor no later than ten (10) business days prior to the regularly scheduled board meeting. A proposed agenda item must be described in sufficient detail to allow determination of whether or not the item relates to Board business.~~
- ~~3. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of 120 days following the meeting in which the item was heard.~~

4. ~~Any member of the public who submits an agenda item that is heard at a public meeting cannot submit another item before the expiration of 120 days following the meeting in which the item was heard.~~
5. ~~Agenda items initiated by members of the public shall be placed on the Board's agenda listed under "Public Comments."~~
6. ~~The Board reserves the right to consider an item only in closed session if permitted or required by law, including any item related to personnel matters or potential or existing litigation. In such cases, the public member's comments must be presented in writing at least ten (10) business days prior to such consideration.~~

~~B.~~

A. Speaking to Items on the Board Agenda

Members of the public wishing to speak to the Board regarding action items on the agenda are subject to the following provisions:

1. Members of the public should complete and submit a written request form to the Chancellor or designee and identify the item, and list the speaker's name, address and organizational affiliation, if any.
2. Members of the public may speak to the Board on specific agenda items after being recognized by the Chair of the Board and before formal Board discussion.
3. Each speaker coming before the Board is limited to one presentation per agenda item.

B. Speaking to Information Items and Items not on the Board Agenda

Members of the public wishing to speak to the Board regarding items not on the agenda are subject to the following provisions:

1. Members of the public should complete and submit a written request form to the Chancellor or designee, and identify the item, and list the speaker's name, address and organizational affiliation, if any.
2. Members of the public may speak to the Board regarding items not on the agenda during the "Comments from the Public" section of the agenda after being recognized by the Chair of the Board.
3. All comments must be related to the business of the Board.
4. Each speaker coming before the Board is limited to one presentation per meeting on non-agenda items.
5. No action will be taken by the Board, at this time, on items not on the agenda.

C. Speaking to Items Placed on the Board Agenda by the Public

Members of the public, including the person who initiated the topic, wishing to speak to the Board regarding items placed on the agenda by the public are subject to the following provisions:

1. Each speaker will be allowed a maximum of five (5) minutes per topic.
2. A speaker's time may not be transferred to another speaker.
3. Time limits per speaker may be shortened and/or a maximum time allotment for public comment may be imposed by the Board Chair if a large number of people wish to address the topic. The Board Chair also may request that

1 speakers identify themselves as for or against a proposed action so speakers
2 can be alternated pro and con.

- 3 4. No action will be taken by the Board, at this time, on an item placed on the
4 agenda by a member of the public.
- 5 5. For other meeting guidelines, please refer to Board Policy 2345, subsection A.

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7 **D. Time Limits (added from 2345 applicable to sections "C" and "D")**

- 8 1. Each speaker will be allowed a maximum of five (5) minutes per topic.
- 9 2. A speaker's time may not be transferred to another speaker.
- 10 3. Time limits per speaker may be shortened and/or a maximum time
11 allotment for public comment may be imposed by the Board Chair if a large
12 number of people wish to address the topic. The Board Chair also may
13 request that speakers identify themselves as for or against a proposed
14 action so speakers can be alternated, pro and con.

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17 The Board shall provide opportunities for members of the public to participate in the business of the
18 Board. The following guidelines shall be followed by members of the public who wish to submit written
19 communications to the Board:

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22 1. Members of the public may submit written communications to the Board that
23 directly relate to the business of the Board.
- 24
25 2. All such written communications shall be dated and signed by the author, and
26 shall contain the residence or business address of the author and the author's
27 organizational affiliation, if any.
- 28
29 3. Written communications submitted by the public to the Board should be
30 received by the Office of the Chancellor no later than ten (10) business days
31 prior to the regularly scheduled board meeting in order to assure
32 consideration by the Board at the subsequent meeting.
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34 4. Materials from the public brought to a Board meeting must be handed to the
35 Board Stenographer for distribution.

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38 **References:**

39 (same) Government Code Section [54950, et seq., 54954.3](#); Education Code [72121.5](#)

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41
42 **Adopted: (same)** June 4, 2002

43 **Revision Adopted:** (old 7346) September 2, 2003