



BP 2345 Public Participation at Board Meetings

References:

Government Code Sections 54954.3, 54957;
Education code 72121.5

1. The Board shall provide opportunities for members of the general public to participate in the business of the Board.
2. 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:
 - a. 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 Chief Executive Officer (CEO) or President of the Board, through the Executive Assistant to the Chancellor and Board of Trustees, that summarizes the item and provide their name and organizational affiliation, if they represent the organization. The Board may not take action on such items.
 - b. Members of the public may place items on the prepared agenda in accordance with Board Policy 2340 Agendas. A written summary of the item must be submitted to the Chief Executive Officer (CEO) of the District at least fifteen (15) days prior to the board meeting. The summary must be signed by the initiator, contain their residence or business address, and organizational affiliation, if they represent the organization. The CEO and the Board President will determine which agenda the matter will appear on, which will normally be the next available agenda.
 - c. Members of the public also may submit written communications to the Board on items on the agenda or speak to agenda items at the board meeting per established procedures. All such written communications may be submitted electronically or by mail, shall be dated, and indicate the name of the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if they represent the organization.
3. 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.

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

Board Approved: 3/24/2021, 09/11/2024

Next Review Date: Fall, 2026