

## **BP 2345 Public Participation at Board Meetings**

Reference:

**Government Code Sections 54954.3, 54957.5;**  
**Education Code Section 72121.5**

- 1.0 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 two ways:

- 1.1 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 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.

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

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

- 2.0 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. Written communication regarding items on the Board's agenda should reach the office of the Chancellor not later than five 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 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.

North Orange County Community College District  
**BOARD POLICY**  
Chapter 2  
Board of Trustees

---

**BP 2345 Public Participation at Board Meetings**

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

See Administrative Procedure 2345.

**Date of Adoption:** June 24, 2003