

BP 2345 Public Participation at Board Meetings

Reference:

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

- 1.0 The Board of Trustees shall provide opportunities for members of the general public to participate in the business of the Board of Trustees.
 - 1.1 Members of the public may bring matters directly related to the business of the District to the attention of the Board of Trustees in one of two ways:
 - 1.1.1 There will be a time at each regularly scheduled Board meeting for the general public to discuss items not on the agenda.
 - 1.1.1.1 Members wishing to present such items shall submit a written request to the Board's Recording Secretary at the beginning of the meeting that summarizes the item and provides their name and organizational affiliation, if any. No action may be taken by the Board of Trustees on such items.
 - 1.1.2 Members of the public may place items on the prepared agenda in accordance with BP/AP 2340, Agendas.
 - 1.1.2.1 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 their residence or business address, and organizational affiliation, if any.
- 2.0 Members of the public also may submit written communications to the Board of Trustees on items on the agenda and/or speak to agenda items at the Board meeting. 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.
- 3.0 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.
- 4.0 Claims for damages are not considered communications to the Board of Trustees under this rule, but shall be submitted to the District Finance and Facilities Office.

See Board Policy 2340, Agendas, Administrative Procedure 2345, Public Participation at Board Meetings, Board Policy 2350, Speakers, and Board Policy 2355, Decorum.

Date of Adoption: June 24, 2003

Date of Last Revision: March 25, 2025
March 26, 2019