

Coast Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2345 Public Participation at Board Meetings

References:

Education Code Section 72121.5;
Government Code Sections 54954.3 and 54957.5
Education Code 72000, 72121, 7212.5, 72122, 72129
Government Code Sections 54954.2, 54954.3, 54956, 54956.5

1. Board Meetings

All Board meetings are open to the public, except for Closed Sessions. Members of the public who wish to address the Board should complete a blue speaking request form, located immediately outside of the Board Room, and submit it to the Secretary of the Board prior to the start of the Board's Open Session. Topics related to Agenda items will be heard prior to or when the item arises on the Agenda. Speakers wishing to address the Board regarding items not on the Agenda will have the opportunity to do so prior to the adjournment of the Open Session. The requirement to submit a blue speaking form prior to Open Session is not applicable for public comments related to the Closed Session items.

A member of the Board, once recognized by the Board President, shall not be interrupted when speaking unless it is to call the Board member to order or as herein otherwise provided. If a Board member, while speaking, is called to order, the Board member shall cease speaking until the question of order is determined, and, if in order, he or she shall be permitted to proceed. Speakers addressing the Board should address the Board through the Board President and not address comments to staff members. Public speakers are limited to five minutes per item.

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

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.

2. Large Groups and Organizations

Large groups and organizations wishing to appear before the Board are encouraged to identify one or two spokespersons that may:

- a) Introduce members in attendance in support of the group's position.
- b) Present a consolidated statement to the Board.

3. Public Participation

The Board of Trustees encourages residents of the District to present matters for consideration and to attend Board meetings.

Any member of the public or representative of an organization may request that matters related to the business of the District be placed on the Board agenda. Such requests are to be in writing, addressed to the Secretary of the Board, and received at least eight calendar days prior to the meeting. Such a request shall include the following information:

- a. Name, address, and telephone number of the person or persons submitting the request and the name of the organization or group represented, if any.
- b. Pertinent background information leading to the request.

The Secretary of the Board shall notify the individual or group of the time and place of the Board consideration of the request. The Secretary of the Board shall set the date for this consideration as soon as possible after sufficient time has elapsed in order to assemble any pertinent information or documentation.

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 -day period following the initial submission.

Revised September 3, 1986

Revised July 1, 1987

Revised February 19, 2003

Revised March 4, 2009

Revised November 18, 2009

Renumbered from CCCD Policy 010-2-5, Fall 2010

Revised November 6, 2013

Revised March 1, 2017