

**Coast Community College District**  
**BOARD POLICY**  
Chapter 2  
Board of Trustees

**BP 2350 Speakers at Board Meetings**

**References:**

Education Code Section 72121.5;  
Government Code Sections 54950 et seq.

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board. At Special meetings, the public has a right to speak only on agenda items.

Public Comment relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for such public comment.

All speakers shall complete a written request to address the Board. Speakers who wish to address subjects on the agenda may submit request cards any time during the meeting and may address the Board at the time that item is discussed. Those wishing to speak on subjects that are not on the agenda may submit request cards for designated public comment times at the beginning or end of the meeting.

Participants having requested in writing to speak on a given subject will be recognized before the President of the Board of Trustees calls for a vote on that subject.

The Board may require an individual addressing the Board to give his or her complete name, as well as the name of the group or organization he/she represents, if any. It shall not be necessary, however, for any individual to register his or her name or provide any other information as a condition to attendance at a meeting.

Each person addressing the Board will be allowed five minutes per agenda item unless the time limit is waived by unanimous consent or by a majority vote of Board members present. The decision to extend or shorten the time limit for each speaker will be governed by the extent of the agenda and the number of speakers requesting to be heard. For those persons or organizations who wish to address the Board on more than one agenda item, the Board reserves the right to limit the total presentation time for that person or organization to no more than 15 minutes per meeting.

Twenty minutes shall be the maximum time allotment for public speakers on any one subject or agenda item regardless of the number of speakers at any one Board meeting. At the discretion of a majority of the Board, this time limit may be extended.

Each speaker coming before the Board is limited to one presentation per agenda item before the Board, and to one presentation per meeting on non-agenda matters.

Upon determination and verification by the Secretary of the Board that the number of speakers on one topic will exceed seven, all speakers on that topic will be limited to three minutes. At the discretion of a majority of the Board, this time may be extended.

Board members and/or the Chancellor, in order to clarify a speaker's view, may pose questions at any time or make comments in response to the speaker's remarks. If the public comment pertains to a non-agenda item, Board members and/or the Chancellor cannot pose questions or make comments in response to the speaker's remarks.

Those wishing to speak to the Board are subject to the following:

- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this Policy, but may not attempt to negotiate terms and conditions of their employment. This Policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that statute.
- The request to address the Board shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the President of the Board.

Adopted November 6, 2013  
Revised March 1, 2017  
Revised May 17, 2017