

Board of Trustees

1 **BP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS**

2 **References:**

- 3 Education Code, Section 72121.5;
4 Government Code, Sections 54954.3 and 54957.5

5 The Board of Trustees shall provide opportunities for members of the general public to
6 participate in the business of the Board.

7 Members of the public may bring matters directly related to the business of the District to the
8 attention of the Board of Trustees in one of two ways:

- 9 • There will be a time at each regularly scheduled Board meeting for the general public
10 to discuss items not on the agenda.
11 ○ Members of the public wishing to present such items shall submit a written
12 request at the beginning of the meeting to the Executive Assistant to the
13 President/Superintendent that summarizes the item and provides his/her/their
14 name, address, and organizational affiliation, if any. No action may be taken
15 by the Board of Trustees on such items.
16 • Members of the public may place items on the prepared agenda in accordance with
17 BP 2340 titled Agendas.

18 A written summary of the item must be submitted to the Office of the
19 President/Superintendent at least 96 hours prior to the board meeting. The summary must
20 be signed by the initiator, contain his/her/their residence or business address, and
21 organizational affiliation, if any.

22 Members of the public also may submit written communications to the Board on items on the
23 agenda and speak to agenda items at the Board meeting. All such written communications
24 shall be dated and signed by the author and shall contain the residence or business address
25 of the author and the author's organizational affiliation, if any.

26 If requested, writings that are public records shall be made available in appropriate alternative
27 formats so as to be accessible to persons with a disability.

28 Claims for damages are not considered communications to the Board of Trustees under this
29 rule, but shall be submitted to the District.

30 Office of Primary Responsibility: President/Superintendent

31 Also see BP 2340 titled Agendas, BP 2350 titled Speakers, and BP 2355 titled Decorum

Date Adopted: December 12, 2007
Date Revised: August 13, 2012; April 15, 2015; May 18, 2022
Date Reviewed: October 17, 2018