

## PUBLIC PARTICIPATION AT GOVERNING BOARD MEETINGS

The Governing Board strives to enhance intellectual thought and to ensure that all in attendance at Governing Board meetings have an opportunity to present their views in an orderly fashion. The desired goal is to create an environment of mutual respect in discussions between participants and the Governing Board. The Board President shall allow all relevant discussion, but not redundancy.

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 the two following ways.

1. There will be a time at each regularly scheduled Board meeting for the general public to discuss items on and not on the agenda.

Members of the public may address the Governing Board by:

- completing a "Request to Address the Governing Board" card;
- depositing the Request to Speak Form with the Recording Secretary prior to the beginning of the meeting, and
- giving the Recording Secretary a copy of the presentation or supporting documentation if available.

All speakers from the "floor" (excluding those sitting at tables at the Board's flanks), move to the podium to speak, unless a physical handicap or Board Room arrangement reasonably prevents such movement.

When called to make the presentation, the presenter/speaker shall:

- begin by stating his or her name and city of residence;
- indicate whether he/she is speaking for him or herself or on behalf of an organization;
- limit his or her presentation to **three minutes**, unless otherwise directed by the Board President; and
- avoid repeating comments made by previous speakers.

Should the speaker wish to make a formal presentation, a written description must be sent to the Chancellor's Office. Items directly relating to community college business shall be scheduled by the Chancellor on the next regular meeting agenda, if possible, but not later than forty-five (45) working days after the date the request is submitted (Board Policy 1024).

Members of the college community should approach the podium, state their name and whether or not they are speaking in an official capacity (e.g., member of a constituent group, committee, union, etc.), or as an individual. If they are speaking in an official capacity, especially if they are discussing a subject on which a constituent group has made a recommendation, they should further identify if they are speaking as a member of the minority position (if a contrary option exists), as the chairperson or member of the majority opinion, as appropriate. This will help to clarify the issues for all concerned and help the Board reach a more comprehensive solution.

When responding to public comment, Governing Board members and staff should have limited interaction, and, therefore, may respond as summarized below:

- accept information, making no comment;
- briefly respond to statements made or questions posed by persons making public comments;

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- ask questions for clarification or make a brief announcement;
  - provide a reference to staff or other resources for factual information;
  - request staff to report back to the body at a later meeting; or
  - direct staff to place the matter on a future agenda.
2. Members of the public may place items on the prepared agenda in accordance with Board Policy 1024, Meetings of the Governing Board.

Government Code Section 54954.2(a)  
Board Meeting Protocol Approved by the Governing Board on December 14, 1994