

GOVERNING BOARD POLICIES

**BP 2345     Public Participation at Governing Board Meetings**

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

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

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

At the discretion of the Governing Board, members of the public wishing to present such items shall be asked to submit a written request at the beginning of the meeting to the Superintendent/President that summarizes the item and provides his/her name and organizational affiliation, if any. No action may be taken by the Governing Board on such items.

2. Members of the public may place items on the prepared agenda in accordance with Board Policy/Administrative Procedure 2340 -- Agendas.

Members of the public also may speak to items on the agenda at the Board meeting and submit written communications to the Board on agenda items. Written communication regarding items on the Board's agenda should reach the office of the Superintendent/President not later than three working days prior to the meeting at which the matter concerned is to be before the Board. 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.

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.

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

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

**Formerly Governing Board Policy 1025 – Public Appearance Before the Board and Conduct of Board Meetings**

**Adopted:** April 13, 1988

**Revised:** June 22, 1994; June 22, 2010:

**Renumbered, Revised, and Adopted:** June 29, 2017