

PUBLIC PARTICIPATION AT BOARD MEETINGS

BP No. 2345

Board Adopted: 11/12/2003; 02/20/2008; 01/15/2014; 07/12/2017;
04/13/2022

Page 1 of 3

This policy is legally required.

I. Introduction

A. The Board of Trustees of the Rio Hondo Community College District 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 two ways:

1. There will be a time at each regularly scheduled Board meeting for the general public to discuss items not on the agenda. If the District places a limit on the amount of time allocated for each individual speaker, the District must provide at least twice the allotted time to a member of the public who utilizes an interpreter to ensure that non-English speakers receive the same opportunity to directly address the Board, unless simultaneous interpretation equipment is used to allow the body to hear the interpreted public testimony simultaneously. Members of the public wishing to present such items shall submit a written request at the beginning of the meeting to the Superintendent/President that summarizes the item and provides their name and organizational affiliation, if any. No action may be taken by the Board on such items.
2. Members of the public may place items on the prepared agenda in accordance with Board Policy 2340 - Agendas. A written summary of the item must be submitted to the Superintendent/President at least 18 days prior to the Board meeting. The summary must be signed by the initiator, contain their residence or business address, and organizational affiliation, if any.

II. Written communications to the Board

A. Members of the public may submit written communications to the Board on items on the agenda. All such written communications regarding items on the Board's agenda should reach the office of the Superintendent/President no later than 72 hours prior to the Board meeting at which the matter concerned is to be before the Board to ensure compliance with the Brown Act. 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.

B. If requested, writings that are public records shall be made available in appropriate alternative format to be accessible to persons with a disability.

PUBLIC PARTICIPATION AT BOARD MEETINGS

BP No. 2345

Board Adopted: 11/12/2003; 02/20/2008; 01/15/2014; 07/12/2017;
04/13/2022

Page 2 of 3

-
- C. Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.
- III. Public comment
- A. Action items are considered individually and are so noticed in advance. The general public interested in speaking to an agenda item is asked to fill out a public comment card (hard copy or online) indicating name, affiliation, and item to address. This gives the Board some indication of the magnitude of the concern and the time required.
 - B. Faculty and staff seated in the audience have the same privilege as members of the public, unless queried by the Board of Trustees. Requests to address the Board should be presented on provided cards to the Superintendent/President prior to the beginning of the meeting, but in no case later than when the item is addressed by the Board.
- IV. Participation of designated constituency groups during Board meetings
- A. The Board recognizes that there are District groups among the parties interested in Board actions who may be asked to speak during a Board meeting. These include:
 - 1. The administrative staff that have input through established administrative hierarchies which requires channeling through the Superintendent/President.
 - 2. During Board meetings, the organizational representatives, each elected by a recognized College constituency, sit in designated seats that differentiate them from the general public and administrative staff. As such, they are afforded privileges to participate in the Board's deliberative process and need only raise their hand to be recognized by the President of the Board. Elected representatives of the District or District-related organizations are specifically listed below:
 - i. The President of the Academic Senate
 - ii. The President of the Rio Hondo College Faculty Association (RHCFA)
 - iii. The President of the California School Employees Association (CSEA)

PUBLIC PARTICIPATION AT BOARD MEETINGS

BP No. 2345

Board Adopted: 11/12/2003; 02/20/2008; 01/15/2014; 07/12/2017;
04/13/2022

Page 3 of 3

-
- iv. The President of the Associated Students of Rio Hondo College (ASRHC)
 - B. In each case, administrative staff, elected representatives, and the general public may provide input when directly requested to do so by the Board.

 - V. Sources/references
 - A. Government Code Sections 54954.3 and 54957.5
 - B. Education Code Section 72121.5