

PUBLIC PARTICIPATION AT BOARD MEETINGS

BP No. 2345

Board Adopted: 11/12/03; 2/20/08; 1/15/14; 7/12/17

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- I. The Board of Trustees 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:
 - A. 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 a translator to ensure that non-English speakers receive the same opportunity to directly address the Board, unless simultaneous translation equipment is used to allow the body to hear the translated 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 his or her name and organizational affiliation, if any. No action may be taken by the Board on such items.
 - B. Members of the public may place items on the prepared agenda in accordance with Board Policy 2340. A written summary of the item must be submitted to the Superintendent/President at least eighteen (18) days prior to the Board meeting. The summary must be signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any.
- II. Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the Board meeting. Written communication regarding items on the Board's agenda should reach the office of the Superintendent/President not later than seventy-two (72) hours 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.
- III. If requested, writings that are public records shall be made available in appropriate alternative format to be accessible to persons with a disability.
- IV. Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.
- V. The Board recognizes that there are district groups among the parties interested in Board actions. These include:
 - A. The administrative staff that have input through established administrative channels which requires channeling such through the Superintendent/President.
 - B. Elected representation of District or District-related organizations, specifically the President of the Academic Senate, President of the Rio Hondo College

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Faculty Association, President of the California School Employees Association, and President of the Associated Students of Rio Hondo College.

1. The organization representatives, each elected by a recognized College constituency will sit in specially designated seats that differentiate them from the general public or the administrative staff. As such, they are afforded special privileges to participate in the Board's deliberative process.
 2. In each case, administrative staff, elected representatives, and general public may provide input when directly requested by the Board to do so.
- C. 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 card indicating name, affiliation, item to address, and time requested. This gives the Board some indication of the magnitude of the concern and the time required. 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.
- D. Organizational representatives, the President of the Academic Senate, President of the Rio Hondo Faculty Association, President of the Rio Hondo California School Employees Association, and President of the Associated Students of Rio Hondo College need only raise their hands to be recognized by the President of the Board.

VI. Sources/References:

Government Code Section 54954.3, 54957.5;
Education Code 72121.5.