REDWOODS COMMUNITY COLLEGE DISTRICT

Administrative Procedure

AP 2345

**PUBLIC PARTICIPATION AT BOARD MEETINGS**

The College of the Redwoods Board of Trustees welcomes public comment on issues within the jurisdiction of the District. The following rules are designed to facilitate the oral presentation of the public’s view:

* Persons wishing to address the Board shall complete a Public Comment form available at the meeting. The form shall be delivered to the President of the Board prior to the commencement of the meeting.
* Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.
* Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.
* No member of the public may speak without being recognized by the President of the Board.
* Speakers called upon will introduce themselves stating their name, address, and group affiliation.
* Each speaker will be allowed a maximum of three (3) minutes per topic (unless the time limit is waived by the President of the Board).
* **An extra (3) minutes will be allowed if the speaker utilizes a translator.**
* Thirty (30) minutes shall be the maximum time allotment for public speakers on any one topic regardless of the number of speakers at any one board meeting. At the discretion of the President of the Board, these time limits may be extended.
* Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.
* No individual may speak more than once on the same topic before all others have been heard.
* Statements will be addressed to the Board of Trustees only.
* At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take action on matters raised during comment unless the matters are properly noticed for discussion and legal action.
* Non-scheduled substitutes may not speak in place of scheduled speakers.
* Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms
* and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
* The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.

References: Education Code Section 72121.5; Government Code Section 54954.2

Approved by the Board of Trustees: September 11, 2005 Amended: July 5, 2016

Former Policy #901: “Public Participation in Board Meetings,” Adopted by Board of Trustees: 8/15/77