

# **CITRUS COMMUNITY COLLEGE DISTRICT BOARD**

## **AP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS**

References: Education Code Section 72121.5; Government Code Section 54954.2

All meetings of the Citrus College Board of Trustees are limited public forum meetings not to be construed as public forums. The conduct of all those attending the meeting or addressing the Board shall be conducted in an orderly manner. These procedures establish a protocol in addressing the Board.

### **Procedure for Addressing the Board of Trustees:**

Persons may address the Board of Trustees either on an agenda item or on matters of interest to the public that are within the subject matter jurisdiction of the Board of Trustees.

#### **General Public Comments:**

Persons wishing to speak to matters not on the agenda shall do so at the time designated on the agenda for public comment.

To address the Board of Trustees under the Public Comment section of the agenda, individuals shall complete the *Request to Address Board of Trustees* card and submit the card to the recording secretary prior to the Board of Trustees reaching the public comment section of the agenda.

#### **Comments Relating to a Specific Agenda Item:**

Persons wishing to speak to a specific agenda item may do so at the time the specific item is under consideration by the Board of Trustees. Any such public comment will be heard before a vote is called on the item.

To address the Board of Trustees as to a specific agenda item, individuals shall complete the *Request to Address Board of Trustees* card and submit the card to the recording secretary prior to the Board of Trustees reaching the particular agenda item.

#### **Time Limit for Speakers**

- Those wishing to address the Board will be given five minutes per topic or agenda item unless the time limit is waived by the Board President and may be shorter when there are a large number of speakers to be heard. The total amount of time allocated for public speakers to address matters during the

public comment section of the agenda or for any specific agenda item is a maximum of thirty minutes.

- Those addressing the Board will be seated at a table with microphone after acknowledgement by the Board President.
- The speaker will give his/her name, and affiliation, if any.

#### Conduct of Speakers

- Undue interruption or other interference with the orderly conduct of the Board meeting will not be tolerated.
- Defamatory remarks or profanity will not be allowed. The Board President may terminate a speaker's privilege of address if he/she persists in improper conduct or remarks.
- Board members may interrupt a speaker at any time to ask questions or make comments as necessary to clarify the discussion.
- The Board President 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.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board of Trustees 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.
- No member of the public may speak without being recognized by the Board President.
- Each speaker coming before the Board of Trustees is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.

#### Complaints Concerning College Personnel

The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts or omissions (Government Code section 54954.3). The Board may not prohibit public criticism of District employees.

Whenever a member of the public makes specific complaints or charges against an employee while addressing the Board, the Board President shall inform the speaker that it is the preference of the Board to receive such complaints in writing, or to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code section 54957. The Board President may also encourage the speaker, if he or she is the complaining party, to file a complaint using the appropriate district complaint procedure. However, the presentation of such complaints

or charges to the Board by a recognized speaker shall not alone be grounds for declaring the speaker out of order.

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