

# **CITRUS COMMUNITY COLLEGE DISTRICT BOARD**

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

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

The Board 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 three ways:

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

Members wishing to present such items shall submit a written request at the beginning of the meeting to the recording secretary 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.

2. Members of the public may place items on the prepared agenda in accordance with Board Policy 2340 titled Agendas.

A written summary of the item must be submitted to the Office of the Superintendent/President at least five working days prior to the Board meeting to assure compliance with the Brown Act. The summary must be signed by the initiator and state his or her organizational affiliation, if any.

3. 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 no later than seven 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 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 of Trustees under this rule, but shall be submitted to the District.

(Replaces BP 2350 Speakers Addressing the Board)

Board Approved	11/18/08
Desk Review	06/16/11
Revised	08/13/13
Desk Review	05/13/15
Desk Review	10/21/15
Desk Review	03/14/19