



ADMINISTRATIVE **PROCEDURE**

2345

DESERT COMMUNITY COLLEGE DISTRICT

PUBLIC PARTICIPATION AT BOARD MEETINGS

Members of the public have the right to place matters directly related to community college district business on the agenda of governing board meetings.

The Desert Community College District encourages citizens to attend board meetings and welcomes their view on pertinent subjects. In order to afford this opportunity to the public, the following procedures to place an item on the board meeting agenda have been adopted to ensure the proper functioning of board meetings:

- Any person or group desiring to place an item on the Board of Trustees agenda is requested to make a written request to the Office of the President at least 3 weeks prior to the meeting, summarizing the remarks to be made, so that the Board of Trustees may have knowledge of the subject in advance of the meeting. The written request will include the name and address of the responsible person.
- Any person who has submitted a request to place an item on the board meeting agenda will be called on at the appropriate time.
- No member of the public may speak without being recognized by the Board Chair.
- Each speaker will be allowed a maximum of three minutes per topic. Fifteen minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board meeting. An exception will be made for members of the public who utilize a translator. Such persons will be allowed a maximum of six minutes per topic. At the discretion of a majority of the Board, these limits may be extended.
- Members of the Board of Trustees and the College Superintendent/President may question a speaker in order to clarify the discussion.
- Undue interruption or other interference with the orderly conduct of the Board business shall not be allowed. Defamatory or abusive remarks are always out of order. The Board Chair may terminate the speaker's privilege of address if after being called to order he/she persists in improper conduct or remarks.

See Board Policy 2340 Agendas and Administrative Procedure 2340 Agendas for information regarding placing items on the Board of Trustees agenda.

See Board Policy 2350 Speakers Addressing the Board for information regarding public comment at board meetings.

References:

Education Code Section 72121.5

Government Code Sections 54954.3 and 54957.5

Board Approval: April 18, 2008

Administrator: Superintendent/President

Executive Cabinet Review/Approval: August 15, 2017

College Planning Council Review/Approval, 1st Reading: September 22, 2017

College Planning Council Review/Approval, 2nd Reading: October 13, 2017

Board Meeting/Information Item: November 15, 2017

Next Review: November 2022