



---

**Board Policy**  
Chapter 2 – Board of Trustees

---

**BP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS**

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 three ways:

1. There will be a time at each regularly scheduled Board meeting for the general public to make comments to the Board:
  - a. Items not on the agenda, during Public Comments.
  - b. Items on the agenda, at the time the Board reaches the item on the agenda

Members wishing to comment on such items shall submit a written request at the beginning of the meeting to the Recording Secretary to the Board of Trustees that provides his/her name and organizational affiliation, if any. No action may be taken by the Board on items not on the agenda.

2. Members of the public may also submit written communications to the Board of Trustees on items on the agenda. Written communication regarding items on the Board's agenda should be sent to the Superintendent/President's Office in advance of the meeting. 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.
3. Members of the public may request to place items on the prepared agenda in accordance with BP 2340 Agendas.

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.

Also see BP 2340 Agendas, BP 2350 Speakers, and BP 2355 Decorum.

**References:**

Education Code Section 72121.5;

Government Code Sections 54954.3 and 54957.5

---

Adopted: June 6, 2017