

## Board of Trustees

**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. The order of business of any regular meeting shall include an opportunity for the public to address the Board on any item of business which is included on the agenda.

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.

- Members of the public may submit written communications to the Board on items on the agenda and speak to agenda items at the Board 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.
- There also will be a time at each regularly scheduled meeting for the general public to discuss items not on the agenda. Members of the public wishing to present such items shall submit a written request that summarizes the item at the beginning of the meeting to the Clerk of the Board and provide his/her/their name and organizational affiliation, if any. No action may be taken by the Board on such items.
- Members of the public may place items on the prepared agenda in accordance with BP 2340 Agendas. A written summary of the item must be submitted to the Superintendent/President at least fifteen (15) working days prior to the Board meeting. The summary must be signed by the initiator, and contain his/her/their residence or business address, and organizational affiliation, if any.

Written communications to the Board shall promptly be made available to all Board members.

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.

The President of the Board is authorized to fix such time limits on presentations as he/she/they deems appropriate to the occasion and may limit the number of spokespersons who appear before it in opposition to or in support of a given issue being considered by the Board. The Board, by majority vote, may extend such limits as it deems appropriate. Fixed time limits shall be doubled for a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to

directly address the legislative body, unless simultaneous translation equipment is used to allow the body to hear the translated public testimony simultaneously.

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Date Adopted: January 19, 2010 (*Replaced College of Marin Policy 1.5090*)

Date Revised: July 18, 2017

**Date Revised:** November 9, 2021