
**Allan Hancock Joint Community College District
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 two ways:

- 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 completed Public Comment Card at the beginning of the meeting to the Executive Assistant to Superintendent/President and Board of Trustees that summarizes the item and provides their name and organizational affiliation, if any. No action may be taken by the Board on such items.

Twice the allotted time will be allowed for members who utilize 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.

- Members of the public may place items on the prepared agenda in accordance with BP 2340 titled Agendas.

A written summary of the item must be submitted to the Superintendent/President at least four weeks prior to the board meeting. The summary must be signed by the initiator, contain his/her/their residence or business address, and organizational affiliation, if any.

Members of the public also may submit written communications to the Board regarding items on the agenda at least 24 hours before a meeting and/or speak to agenda items at the Board meeting as noted on administrative policy 2345 Public Participation at Board Meetings. 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.

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 under this rule, but shall be submitted to the District.

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

Adopted: 11/22/94

Revised: 11/18/14

Reviewed: 9/8/20

Revised: 10/18/22

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Trustees welcomes public comment on issues within the jurisdiction of the District. Individuals interested in speaking to the Board must complete a “Request to Address the Board of Trustees” card and submit it to the Administrative Assistant to the Superintendent/President and Board of Trustees.

Members of the audience bear the sole legal responsibility for any defamation action that may be brought as a result of their comments or allegations. Please be reminded that all comments should be directed to the Board of Trustees.

Public Comment on Items Not on the Agenda

Members of the audience may address the Board of Trustees on any topic that is not on the agenda so long as the topic is within the jurisdiction of the district. Under the Brown Act, the Board is not permitted to engage in public discussion or take any action on an item not on the agenda. In addition, on their own initiative or in response to questions posed by the public, a member of the Board may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. Furthermore, the Superintendent/President may provide a reference to staff or other resources for factual information, or request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

The leading speaker from the audience on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. The President of the Board shall provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the Board of Trustees. This time limit may be waived by the President of the Board.

Public Comments on Items listed on the agenda

Members of the audience may address the Board of Trustees on any item listed on the agenda. The audience may address the Board during the public comment session, as the item is taken up on the agenda, or during a scheduled hearing session.

The leading speaker from the audience on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. This time limit may be waived by the President of the Board.

Consent calendar items are considered to be routine and customary district business and are voted on in one vote. However, a Board member or a member of the audience may request that an item listed on the consent calendar be removed and considered individually.

Closed Session

Open-meeting agendas will have a section entitled: “Closed Session” pursuant to Government Code Section 54957.7. Members of the public may address the Board on closed-session items before they are considered. The leading speaker from the audience on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. This time limit may be waived by the President of the Board.

Reports on Action Taken in Closed Session

Open meeting agendas will have a section for closed-session reports. The Board president report on any action taken in closed session pursuant to Government Code Section 54957.1.

References: Education Code Section 72121.5;
Government Code Section 54954.2

Approved: 10/21/14
Revised: 6/12/18
Reviewed: 1/14/20

Revised: 9/19/23