

SOLANO COMMUNITY COLLEGE DISTRICT

PUBLIC PARTICIPATION AT BOARD MEETINGS

1042

POLICY: 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 two ways:

Items Not on Board Agenda

1. There will be a time at each regularly scheduled Board meeting for the general public to present items not on the agenda. Members wishing to present such items shall submit a Public Comment Card available at the press table at the beginning of the meeting to the Superintendent-President or designee that summarizes the item and includes his or her name and organizational affiliation, if any. No action may be taken by the Board on such items.

Items on Published Board Agenda

2. Members of the public may address items on the prepared agenda in accordance with Board Policy 1036. Members wishing to address such items shall submit a Public Comment Card available at the press table at the beginning of the meeting to the Superintendent-President **or** designee that identifies the item and provides his or her name and organizational affiliation, if any.

Written Communications on Board Agenda Items

Members of the public may submit written communications to the Board on items on the agenda prior to the Board meeting. Written communication regarding items on the Board's agenda must reach the office of the Superintendent-President not later than three (3) business 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 residence or business address of the author and the author's organizational affiliation, if any.

If requested, written communications that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Other

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District in writing.

Oral communication on Board Agenda Items

Comments must be addressed to the Board as a whole and not to individual members or District employees. Members of the public should complete a blue card prior to the start of the meeting and include the agenda item to which they wish to speak, the speaker's name and organizational affiliation, if any. Comments from the public will be limited to three (3) minutes per person. Where comments are repetitive, the Board President may request that a spokesperson representing the opinions of the group be identified and speak to the matter. The Board President may determine that due to time constraints, oral communication on an agenda item will be limited.

Public Requests for Agenda Items (Ed. Code, § 72121.5)

Members of the public may request that items directly related to District business be placed on a future agenda. The Board shall determine whether an item should be placed on a future agenda.

Requests for agenda items shall be submitted in writing to the Superintendent-President's Office. The request must be in sufficient detail to provide for adequate preparation and notice. Unless there is a valid business reason for doing otherwise, requests shall be scheduled in the order received. Requests must be received at least two (2) weeks prior to the meeting requested. The Superintendent-President may defer the item to a future agenda if determined that such deferral is appropriate or necessary. The decision to defer may, at the least, be based upon the following considerations:

- The orderly management of the Board of Trustees' agenda including volume of items scheduled for a particular meeting.
- The amount of staff preparation needed for the item.
- The possibility that the matter is sufficiently germane to an item planned for a future agenda to allow for consolidation with that item.

A request to place an item on the agenda shall not be granted if it is repetitive of an item previously heard within the past 90-day period. If the item is an appeal for which an appeal or complaint procedure is established, the appellant must have exhausted the administrative procedure before the appeal before the Board is scheduled. If the item is a part of the negotiations process, it shall be referred to that process and presented to the Board through the negotiations process.

REFERENCES/

AUTHORITY: California Education Code Section 72121.5
California Government Code Section 54954.3; 54957.5
Solano Community College District Governing Board

ADOPTED: July 7, 1982

REVISED: March 18, 1987; September 21, 1994; May 19, 1999;
June 6, 2007; March 1, 2017

REVIEWED: October 20, 2010; June 18, 2014; October 5, 2022