

## **Board Policy 2345**

## **Public Participation at Board Meetings**

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:

1. There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda. No action may be taken on non-agenda issues until they appear on the agenda or are defined as an emergency.
2. Members of the public may place items on the prepared agenda in accordance with Board Policy 2340. A written summary of the item must be submitted to the Superintendent/President at least one week prior to the board meeting. The summary must be signed by the initiator and contain his or her residence or business address.

Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the board meeting. Written communication regarding items on the Board's agenda should reach the Office of the President not later than three (3) working 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.

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

Reference:

Government Code Section 54954.3;  
Education Code 72121.5

El Camino College  
Adopted: 4/16/01