

BOARD MEETINGS

A. Minutes of the Meetings

Minutes of official actions taken at all regular and special meetings of the Board shall be kept on file in the Chancellor's Office.

B. The Agenda

The agenda is the official document under which business is transacted. The official agenda shall be posted on the bulletin board in the District Administration Building and the Administration Building of each campus at least 72 hours prior to each Regular Meeting and 24 hours prior to each Special Meeting of the Board. Copies of the agenda shall be available in the Chancellor's Office during regular office hours prior to the Board Meeting and in the Board Room prior to the start of each meeting.

C. Agenda Development

The agenda is prepared by the Secretary to the Board (the Chancellor) in consultation with the Board President and the Chancellor's Cabinet. Requests for placing items directly related to District business on the agenda can be submitted by any individual or group. Requests should include the name, address and telephone number of the person submitting the request, the name of any organization represented, a statement of action requested of the Board, and pertinent background material leading to the request. The Chancellor will place the item on the agenda and notify the individual or group of the time and place the item will be heard. The right is reserved to defer requests to a later date or to exclude items unrelated to District business.

D. Addressing the Board

Any individual or group spokesperson may address the Board. To present a matter before the Board, the procedures listed below should be followed:

1. Agenda Items

Persons wishing to address the Board concerning an item, which is listed on the agenda, shall notify the Chancellor prior to the start of the meeting by completing a speaker's card. The Board President shall recognize such persons at the time the subject is under consideration. Individuals who address the Board should do so from the lectern provided for speakers. Such person shall identify him/herself for the public record.

2. Nonagenda Items

The Board on any item, which does not appear on the agenda, can take no action. An urgent matter may be raised during the section entitled "Letters and Remarks From Interested Citizens." Comments may be made and a request may be submitted that the item be placed on a subsequent agenda.

3. Discussion Items

57 An individual may address the Board during the discussion of a specific agenda
58 item. The individuals must first be recognized by the President of the Board and
59 then should give his/her name when invited to speak. The Board President
60 reserves the right to limit such discussion. A speaker's card shall be completed and
61 submitted to the Chancellor for the record.

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63 **4. Other Procedures for Public Comment**

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65 Members of the public are subject to the following procedures related to public
66 comment:

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68 A. No person may present orally or discuss at any Board meeting charges or
69 complaints against individual employees of the District or the public. All such
70 charges or complaints shall be presented to the Board through the Chancellor
71 in writing and shall be signed and verified by the person making the charge or
72 complaint.
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74 B. Remarks by any person addressing the Board, which reflects adversely upon
75 the character or motives of any person, are out of order.
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77 C. Attacks in the form of inferences, insinuations, and innuendoes against the
78 character or motives of any person are out of order.
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80 D. It shall be in order for Board members to interrupt a speaker at any time to ask
81 questions or to make comments as frequently as is necessary to clarify the
82 discussion.
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84 **5. Orderly Conduct**

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86 The Board shall not allow interruption or other interference with the orderly conduct
87 of official business. Defamatory or abusive remarks are out of order as are remarks
88 by any person, which reflect adversely upon the religion, race or nationality of
89 another. Persistence in such remarks shall be grounds for termination of that
90 person's privilege of address. Boisterous, disorderly conduct of any kind is not
91 permitted.
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93 **6. Recognition**

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95 An individual who is recognized to speak shall direct questions or comments to the
96 President of the Board. Questions or comments shall not be directed to individual
97 members of the Board or the administrative staff unless invited to do so by the
98 Board President. The Board reserves the right to interrupt a speaker at any time to
99 ask questions, to make comments in order to clarify the discussion, or to terminate
100 the discussion.
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102 **7. Reading from Prepared Text**

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104 Individuals appearing before the Board and reading from a prepared text shall
105 provide a copy of the text to each Board member and the Secretary of the Board.
106 Failure to provide a copy of the text shall result in no record of the statement being
107 maintained in the records of the meeting.
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109 **8. Use of Recording Devices**

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Recording devices may be used unless the Board of Trustees make a reasonable finding that the recording cannot continue without noise, illumination or obstruction of view that constitutes or would constitute a persistent disruption of the meeting.

References:

Education Code §§ 72120, 72121.5, 72122, 72125, 72126, 72129, 72130, 72131, 72132, and 85003
Government Code §§ 7130, 54954.554957, and 54957.6

Approved: April, 2004