

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 discuss items not on the agenda. Members wishing to present such items shall submit a Public Comment Card at the beginning of the meeting to the Superintendent-President that summarizes the item and provides 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 place items on the prepared agenda in accordance with Board Policy 1036. A written summary of the item must be submitted to the Superintendent-President at least eight (8) workdays prior to the Board meeting on the District's official Board agenda item form. The summary must be signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any.

Written or Spoken Communications on Board Agenda Items

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) calendar 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, 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.

Individuals or groups requesting to address the Board must complete a Public Comment Card. Public Comment Cards are available at the press table and must be submitted to the Board Secretary at the meeting. Individuals or groups wishing to make presentations to the Board are encouraged to contact the Superintendent/President as far in advance as possible so that adequate arrangements may be made for time on the agenda.

Comments must be addressed to the Board as a whole and not to individual members or District employees.

These items will be heard under the agenda item "Comments from Members of the Public." Except as extended by the Board President or action of the Board, individuals shall be limited to three (3) minutes on any one (1) topic or item.

**REFERENCES/
AUTHORITY:**

California Education Code Section 72121.5

California Government Code Section 4954.3; 54957.5

Solano Community College District Governing Board

BP1042

ADOPTED: July 7, 1982

REVISED: March 18, 1987; September 21, 1994; May 19, 1999;
June 6, 2007; Reviewed October 20, 2010; June 18, 2014