

## 1.0 Public Participation

- 1.1 The order of business of any official meeting shall include an opportunity for the public to address the Los Rios Community College District Board of Trustees on any item of business which is included in the agenda or on matters not on the agenda.
- 1.2 The Board of Trustees reserves the right to fix such time limits on presentations as it deems appropriate to the occasion and may limit the number of speakers who appear before it in opposition to or in support of a given issue being considered by the Board of Trustees.
- 1.3 The agenda of the regular meetings shall provide an opportunity for citizens to address the Board of Trustees.
- 1.4 Except in emergencies, the Board of Trustees shall not attempt to decide upon any questions before examining and evaluating any information any person requests the Board of Trustees to consider.
- 1.5 The Chancellor shall be given an opportunity to examine and to evaluate all such information and to recommend action before the Board of Trustees attempts to make a decision.
- 1.6 If in the judgment of the Board of Trustees circumstances warrant, the Board of Trustees may hear a presentation not in conformity to Sections 1.4 and 1.5.

## 2.0 Communications

- 2.1 Letters addressed to the Board of Trustees shall be duplicated and sent to Board of Trustees members.
- 2.2 Only those communications requiring Board of Trustee action shall be read at the Board of Trustees meeting.

## 3.0 Persons Wishing to Address the Board of Trustees

- 3.1 Provision is made on Board of Trustees regular meeting agendas under "Comments from Visitors" for persons wishing to address the Board of Trustees on matters of general interest within the jurisdiction of the Board of Trustees. Comments from the audience on items on the agenda may be heard at the time that such items are under consideration, following the staff report and/or Chancellor's recommendation on each item, or during the open communications section of the agenda at the discretion of the Board. (Gov't Code, § 54954.3)
- 3.2 Each person who wishes to speak must complete a card (available at the door) giving his/her name, address and the organization represented, if any. The presiding officer may limit each person commenting to three (3) minutes, unless a majority of the Board of Trustee members present wish to grant extra time.

- 3.3 Large groups and organizations wishing to appear before the Board of Trustees should identify one or two spokespersons who may:
  - 3.3.1 Introduce members who are in attendance in support of the group's position.
  - 3.3.2 Present a consolidated statement (approximately three (3) minutes).
- 3.4 In order to facilitate complicated or extended presentations, all reports and other written material should be submitted to the Board of Trustees secretary (Chancellor) at least seven (7) days in advance of the Board of Trustees meeting.
- 3.5 Persons wishing to comment on the nature of a position to be filled may do so in open meeting, but comments on the qualifications or fitness of any employee or prospective employee shall be made only in writing, and signed by the person submitting them. Additional verbal comments on personnel matters shall be made to the Board of Trustees only in closed session at the will of the Board of Trustees. Any allegations made shall be signed and shall be transmitted in written form to the Board of Trustees and to the individual concerned, who shall have an opportunity to answer them at a subsequent meeting of the Board of Trustees, in either open or closed session, according to the individual's preference.

#### 4.0 Students

- 4.1 Students attending the Los Rios Community College District have the same rights and responsibilities accorded to all citizens who wish to attend and participate in Los Rios Board of Trustees meetings.
- 4.2 Students shall follow the established procedure stated above in requesting appearances before the Board of Trustees.
- 4.3 The Board of Trustees shall refer student proposals to the Chancellor for examination and evaluation. After examination and evaluation by the Chancellor, a recommendation shall be submitted to the Board of Trustees.

#### 5.0 Interruptions or Interference (Gov't Code, § 54957.9)

- 5.1 Undue interruptions or other interference with the orderly conduct of the business of the Board of Trustees shall not be permitted. Defamatory or abusive remarks are always out of order and the president may terminate the speaker's privilege of address if, after being called to order, the speaker persists in the improper conduct or remarks.

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

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

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- 6.2 Requests for agenda items shall be submitted in writing to the secretary of the Board of Trustees. The request must be in sufficient detail to provide for adequate preparation and notice. The person requesting the item must be willing to meet with staff prior to the matter being scheduled. The secretary may set the matter or otherwise dispose of it in accordance with this policy.
- 6.3 Unless there is a valid business reason for doing otherwise, requests shall be scheduled in the order received.
- 6.4 Requests must be received at least two (2) weeks prior to the meeting requested. The secretary may defer the item to a future agenda if the secretary determines that such deferral is appropriate. The decision to defer may, at the least, be based upon the following considerations:
- 6.4.1 The orderly management of the Board of Trustees' agenda including volume of items scheduled for a particular meeting.
  - 6.4.2 The amount of staff preparation needed for the item.
  - 6.4.3 The possibility that the matter is sufficiently germane to an item planned for a future agenda to allow for consolidation with that item.
- 6.5 A request shall not be granted if it is repetitive of an item previously scheduled within the reasonable past.
- 6.6 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 is scheduled.
- 6.7 If the item is a part of the negotiations process, it shall be referred to that process and presented to the Board of Trustees through the negotiations process.

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