

BP 1345 PUBLIC PARTICIPATION AT BOARD MEETINGS

References:

Education Code Sections 72121 and 72121.5;
Government Code Sections 54950 et seq., especially 54954.2, 54954.3, 54956,
54956.5, 54957.5, 54960.1, and 54960.5

It is the policy of the Riverside Community College District that all meetings, except for closed sessions, be open to the public, and all Board actions authorized or required by law of the governing board shall be taken at those meetings.

The Board of Trustees shall provide opportunities for participation in the business of the Board.

Matters directly related to the business of the District may be brought to the attention of the Board of Trustees 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 by the Board of Trustees on such items.
2. Members of the public may place items on a future Board agenda in accordance with Administrative procedure 1345.

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 of Trustees under this rule, but shall be submitted to the District, pursuant to Board Policy/Administrative Procedure 1830, titled Claims Against the District.

Date Adopted: November 18, 2008

Revised: November 15, 2011

Revised: September 20, 2022

Formerly: 2345

AP 1345 PUBLIC PARTICIPATION AT BOARD MEETINGS

References:

Education Code Section 72121.5;
Government Code Section 54954.3

ADDRESSING THE BOARD OF TRUSTEES

Agenda Items

A. Audience Comments

Before formal action is taken or discussion completed on any agenda item, the audience may ask questions or speak about the topic under consideration. Persons who wish to ask questions or speak about an agenda item will be recognized by the presiding officer during the portion of the agenda titled, "Comments from the Public." Speakers should identify the agenda item they wish to speak on to ensure discussion is made in compliance with the Brown Act.

Alternatively, those wishing to communicate with the Board on agenda items, may do so in writing. The written communication should be sent to the office of the Chancellor not later than 48 hours prior to the meeting at which the matter concerned is to be before the Board. All such written communications should contain the author's name and the author's organizational affiliation, if any.

B. Speaker's Procedure

In order to ensure efficient conduct of District business, each speaker generally will be allowed five minutes. The Board of Trustees, by consensus or a motion to limit or extend debate, may allow more or less time to a speaker. Speakers are urged, but not required, to fill out a request form. Forms to address the Board of Trustees will be made available at the meeting. Speakers may, but are not required to, state their names and addresses for the record.

- C.** The President of the Board of Trustees may rule speakers out of order if their remarks are not permitted under the Brown Act, do not pertain to matters that are within the subject matter jurisdiction of the Board of Trustees, or if their remarks are unduly repetitive.

- D. Non-scheduled substitutes may not speak in place of scheduled speakers unless alternatives have been submitted on the original request to address the Board of Trustees.

Non-Agenda Items

A. Recognition of Speakers

Persons who wish to make statements about District matters not related to agenda items will be recognized by the presiding officer during the portion of the agenda titled, "Comments from the Public."

B. Speaker's Procedure

In order to ensure efficient conduct of District business, each speaker generally will be allowed five minutes. The Board of Trustees, by consensus or a motion to limit or extend debate, may allow more or less time to a speaker. Speakers are urged, but not required, to fill out a request form. Forms to address the Board of Trustees will be made available at the meeting. Speakers will be asked, but are not required, to state their names and addresses for the record.

C. Legal Limits — Action on Non-Agenda Items

The law does not allow action to be taken on non-agenda items at the same meeting where comments are made or testimony is taken, except in an emergency or other specifically authorized situation.

Placing an Item on the Agenda

A. Notification to Chancellor — Time Limit

Persons who wish to place a District matter of concern on the agenda, or who wish to make a presentation to the Board, must notify the Chancellor in writing at least two weeks prior to the meeting where that agenda item will appear. The written notification must include a summary of the item, must be signed by the initiator and indicate the specific Board meeting date for which the agenda item is proposed.

B. Speaker Information

The notification should also contain the name, address and telephone number of the intended speaker(s). If the speaker(s) is (are) representing either an informally organized group, or an established organization, the name of that group, or organization, should be indicated.

C. Statement of Topic

Each request should state the topic, contain a brief outline of the speaker's position, and indicate any action expected from the Board of Trustees.

D. Action on Agenda Items

Once the item is on the agenda, it will be acted upon in the same fashion as all other agenda items.

Alternative to Board Action on Issues

The Board of Trustees recommends that individuals first attempt to secure action, or resolve problems, through established District channels prior to requesting that the issue be placed on a Board agenda. These channels include, but are not limited to: Consultation with the Academic Senate, the appropriate District Advisory Committee, or conferences with the Chancellor, Vice Chancellors, the appropriate College President, deans, department heads, counselors, or other appropriate administrative department.

Parliamentary Procedure

The Board of Trustees shall follow parliamentary procedures applicable to small boards in accordance with Robert’s Rules of Order Newly Revised, except in cases where California law requires a different procedure.

Also see BP/AP 1340 Agendas, BP 1345 Public Participation at Board Meetings, BP 1350 Speakers, BP 1355 Decorum, and BP/AP 1820 Public Records Requests and Subpoenas.

Date Approved: November 18, 2008

(Replaces RCCD Regulation 1036)

Revised: November 15, 2011

Revised: June 17, 2025

Formerly: 2345