PROCEDURE NAME: 1.10.7 Open Meetings/Public Participation (at Board Meetings)

Reference: Government Code, Sections 54954.3 et seq.; Education Code, Section 72121.5

Note: This procedure is legally advised. It addresses the Chaffey Policy: Chapter 1: Governance Process, 1.10.7 Open Meetings/Public Participation.

Purpose: To provide a process for the public to provide input to the Governing Board.

1. Any member of the public who desires to place a matter on the agenda of a regular open board meeting shall notify the superintendent/president at least 21 calendar days before a regular meeting. The written notification shall identify the specific matter to be placed on the agenda and include relevant background information. The superintendent/president shall determine whether the specific matter is directly related to the business of the district and whether it is appropriate for consideration in an open board meeting. Any decision by the superintendent/president not to place the requested matter on the agenda may be appealed in writing to the Governing Board.

2. Any member of the public may address the Governing Board on any matter on the agenda of a regular open board meeting or on the notice for a special board meeting. Requesters are asked to complete the form “Request to Address Chaffey Community College District Governing Board” and to give it to the recording secretary prior to the start of the board meeting. The speaker will be called under the appropriate agenda item and is limited to three minutes unless the time limit is extended by a majority vote of the Governing Board. The total time for members of the public to speak on the same agenda item shall be limited to fifteen minutes unless a majority of the board votes to extend the time limit.

3. Any member of the public may address the Governing Board on any matter on the agenda of a closed session. Requesters are asked to complete the form “Request to Address Chaffey Community College District Governing Board” and to give it to the governing board secretary (the superintendent/president) prior to the start of the closed session. The speaker will be called before the closed session convenes and is limited to three minutes unless the time limit is extended by a majority vote of the Governing Board.

4. Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the Governing Board on items of interest to the public that are not on the agenda. A member of the public who wishes to address the Governing Board on any item not on the agenda is asked to complete the form “Request to Address Chaffey Community College District Governing Board” and to give it to the recording secretary prior to the start of the board meeting. The speaker will be called under Public Comments and is limited to three minutes unless the time limit is extended by a majority vote of the Governing Board. The total time for members of the public to speak
on the same or a substantially similar subject shall be limited to fifteen minutes unless a majority of the board votes to extend the time limit.

5. The Governing Board can take no action on matters not on the agenda.