

BOARD BYLAWS

PALO VERDE COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE PROCEDURE

2345

Public Participation at Board Meetings

Reference: Government Code Section 54954.2; Education Code Section 72121.5

Meetings of the Board of Trustees are meetings of the elected board members assisted by staff personnel, conducted in public, for the purpose of carrying out District business.

Participation by the Public: - The Board invites and encourages public participation in its deliberations. To this end there shall be opportunity for the public to address the Board at each open meeting both on items on the published agenda and on topics in general. Individuals shall be limited to five minutes and groups to fifteen minutes on any one topic or item, except as extended by the Board President or action of the Board. As a general format, agenda items shall be considered as follows.

1. Presented by college staff member.
2. Questions for information or understanding by Board members.
3. Invitations to public to ask questions, offer comments, or make presentations.
4. Discussion by Board members.
5. Recommendation of Superintendent/President.
6. Board action (if appropriate).

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 to place items on the agenda.

Individuals or groups addressing the Board are requested to identify themselves by name and address before making their presentation. A form is provided for speakers in the public hearing sections of the meeting. This form is to be completed and provided to the Secretary of the Board prior to the public hearing sections of the meeting identifying the speaker, their address, and who they represent.

Participation by Employees: - Employees of the District are encouraged to participate in Board deliberations as presenters, reactors, or general commentators. Employee participation is in some instances determined by state regulations or statutes. Time is provided during the reports section of the meeting for representative employee groups to present their concerns to the Board. Other employees may speak as part of the public hearing sections of the meeting.

Participation by Students: - Student participation in Board deliberations is encouraged through student organizations or by individuals. Time is provided during the reports section of the meeting for representative student groups to present their concerns to the Board. Other students may speak as part of the public hearing sections of the meeting.

Reading from Prepared Text: - individuals appearing before the Board and reading from a prepared text shall provide a copy of the text to each Board member and the Secretary of the Board. Failure to provide a copy of the text shall result in no record of the statement being maintained in the records of the meeting.

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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.

Direct Requests for Board Action: - Requests by the public, college employees, or college students delivered or made directly to the Board shall be referred directly to the Superintendent/President for consideration and/or recommendation before Board consideration.

Other Procedures for Public Comment: Members of the public are subject to the following procedures related to public comment:

1. Undue interruption or other interference with the orderly conduct of Board business shall not be allowed.
2. The chair may terminate a speaker's privilege of address if, after being called to order, the speaker persists in interfering with the proper conduct of the meeting.
3. No person may present orally or discuss at any Board meeting charges or complaints against individual employees of the District or the Public. All such charges or complaints shall be presented to the Board through the Superintendent/President in writing and shall be signed and verified by the person making the charge or complaint.
4. Remarks by any person addressing the Board which reflects adversely upon the character or motives of any person are out of order.
5. Attacks in the form of inferences, insinuations, and innuendoes against the character or motives of any person are out of order.
6. It shall be in order for Board members to interrupt a speaker at any time to ask questions or to make comments as frequently as is necessary to clarify the discussion.
7. During the time when the board is holding an official session, only those persons (other than Board members) recognized by the chair shall be permitted to participate in the discussion. Any attempt by any person not a member of the Board or its staff to discuss any motion pending before the Board is out of order unless the Board votes to hear such discussion.

(Formerly a part of PVC Board Policies 1120 and 7110)

1/14/06 Board First Read

1/24/06 Board Second Read and Approval