



Policy

2345 Public Participation at Board Meetings

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:

- There will be a time at each regularly scheduled Board meeting for the general public to comment on items not on the agenda.

Members wishing to present such items shall submit a written request at the beginning of the meeting to the Board Stenographer that summarizes the item and provides their name and organizational affiliation, if any. No action may be taken by the Board on such items.

- Members of the public may place items on the prepared agenda in accordance with BP 2340 Agendas.

A written summary of the item must be submitted to the Chancellor at least 30 days prior to the Board meeting. The summary must be signed by the initiator, contain their residence or business address, and organizational affiliation, if any.

Members of the public also may submit written communications to the Board on items on the agenda and speak to agenda items at the Board meeting. 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.

Cross References (see also):

- YCCD Policy 2340 – Agendas
- YCCD Policy 2350 – Speakers

References:

Government Code Sections [54954.3](#) and [54957.5](#); Education Code Section [72121.5](#)

- 1 **Adopted:** June 4, 2002
- 2 **Revision Adopted:** ~~September 2, 2003, March 9, 2016, March 13, 2019,~~ May 10, 2023
- 3 **Last Reviewed:** ~~March 9, 2016, March 13, 2019,~~ May 10, 2023