

AGENDA REQUEST

An individual or group of individuals may request in writing to be placed on the agenda and to address the Board. The request should be submitted to the College President at least three days before the agenda is prepared. The request shall be addressed to the Board as a whole and shall include the person's name, address, phone number, and the subject matter he or she wishes to address.

LIMIT ON
PARTICIPATION

Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

PUBLIC COMMENT

At regular meetings the Board shall allot a portion of the meeting to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.

At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.

Public comment shall occur at the beginning of each meeting. Except as permitted by this policy, no presentation shall exceed three minutes.

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including:

- Adjusting when public comment will occur during the meeting;
- Reordering agenda items;
- Deferring public comment on non-agenda items; and/or
- Continuing agenda items to a later meeting.

The presiding officer may also provide expanded opportunity for public comment, establish an overall time limit for public comment, and/or adjust the time allotted to each speaker. However, no individual shall be given less than one minute to speak.

BOARD MEETINGS
PUBLIC PARTICIPATION

BDB
(LOCAL)

BOARD'S RESPONSE	Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.
COMPLAINTS AND CONCERNS	The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, <i>the Board shall hear the complaint or concern and shall refer</i> the person to the appropriate policy (see list below). <ul style="list-style-type: none">• Employee Complaints: DGBA• Student Complaints: FLD• Public Complaints: GB
WRITTEN COMMUNICATIONS	All written communications to the Board that bear the signature and address of the person(s) originating the communication shall be transmitted to the Board as a report from the College President. Under normal circumstances, the College President, as assistant secretary of the Board, shall acknowledge receipt of the written communication and inform the writer(s) regarding the disposition of the communication.
DISRUPTION	The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting.