

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

Title: PUBLIC PARTICIPATION AT BOARD MEETINGS	Number: BP 1.10
Legal Authority: Education Code, sections 70902 and 72121.5; Government Code, sections 54954.3 and 54957.5.	

The Board shall provide opportunities for members of the public to participate in the business of the District at public meetings. Members of the public may bring matters directly related to the business of the District to the attention of the Board as follows:

I. Members of the public may submit written communications to the Board regarding items on the agenda and/or speak to agenda items at the Board meeting in accordance with BP 1.09 and 1.11. To facilitate distribution of written materials, materials should be submitted to the Chancellor not less than seventy-two (72) hours prior to a regular meeting or twenty-four (24) hours prior to a special meeting at which the matter will be before the Board. 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. Claims for damages are not considered communications to the Board under this policy.

II. Members of the public may place items on the prepared agenda in accordance with Board Policy 1.09. The initiator of such an item shall have up to three (3) minutes to present the information to the Board. Following this presentation, the Board may, but is not required to address the issue, refer the issue to the Chancellor or to a Board committee, or request the matter be placed on a future agenda.

III. Each regularly scheduled Board meeting shall provide an opportunity for the public to discuss items under the subject matter jurisdiction of the Board that are not on the agenda. A member of the public wishing to present such an item shall submit a written request at the beginning of the meeting to the Chancellor that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken by the Board on such items. As a matter of courtesy, the Board encourages people to notify the Chancellor in advance of the Board meeting of their intention to address the Board on matters that do not appear on the agenda. Public comment is limited to two minutes per speaker for no more than a total of ten (10) minutes per topic.