

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

Title: SPEAKERS AT BOARD MEETINGS	Number: BP 1.11
Legal Authority: California Education Code Sections 70902 and 72121.5; California Government Code Sections 54950, et seq.	CCLC Number: BP 2350

I. General Speaking Rights. Persons may speak to the Board either on an agenda item or on other matters that are within the subject matter jurisdiction of the Board.

A. Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

B. Persons wishing to speak to matters not on the agenda shall do so in accordance with BP 1.10.

II. Process for Speakers. Those wishing to speak on matters on the agenda are subject to the following:

A. Any person desiring to address the Board must complete a “Request to Address the Board” card. Cards shall be available in the Office of the Chancellor and at each Board meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor’s Office in advance of the Board meeting of their intention to address the Board. Completed cards should be presented to the Board President prior to the beginning of the meeting so the President can determine if speaker cards have been submitted for each item.

B. The request shall include the person’s name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.

C. Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and Board Policy 2610.

D. No member of the public may speak without being recognized by the Board President.

E. Thirty (30) minutes shall be the usual maximum time allotment for public speakers on any one subject on the agenda regardless of the number of speakers at any one Board meeting. At the discretion of the President or a majority of the Board, this time allotment may be set at less than thirty (30) minutes or this time allotment may be extended.

F. Each speaker will be allowed a maximum of two (2) minutes per agenda item or two minutes

for items not on the agenda. Should another person who has submitted a Request to Address the Board card in advance of consideration of an agenda item wish to forego speaking on that item, they may grant their speaking time to another who has also submitted a Request to Address the Board card, but in no event shall any speaker have more than two (2) allotments (totaling up to four (4) minutes) of speaking time on any agenda item. In order to facilitate the completion of District business, the President may limit the total length of time allotted to comments on a given agenda item which may reduce the individual speaker's time below the usual maximum of two (2) minutes.

G. Comments and presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board are solely responsible for the content of such comments or presentations.

H. The President may terminate a speaker's privilege of address if the speaker fails to speak on the subject matter for which the privilege of the floor was granted, the remarks are unduly repetitive, or if the speaker is ruled out of order under Board Policy 1.11.

I. The Board President reserves the right to determine the order of the speakers.

J. If possible and within reason, the District will provide language interpretation services.