



# ADMINISTRATIVE PROCEDURES

No. 206.1

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## PUBLIC PARTICIPATION IN BOARD MEETINGS

1. Notice of all Board of Trustee (BOT) meetings will be sent to the appropriate media as well as anyone who has registered a written request with the Superintendent/President.
2. The meeting agenda shall be available for the press and public at the meeting. A special press kit may be distributed to all media.
3. Electronic recording devices and cameras will be permitted at open sessions subject to approval of the Chair, who will ensure that the meeting will not be hampered or disrupted. No placards or banners will be permitted within the meeting room. No disturbance or willful interruption of any BOT meeting shall be permitted. Persistent disruption by an individual or group shall be grounds for the Chair to terminate the privilege of addressing the meeting. The BOT may request the removal of disruptive individuals and order the room cleared if necessary.
4. During open sessions the public has the right to comment on any item agendized for open or closed sessions. Comments may be made during the time provided for public comments or other times as designated by the BOT.
5. Individuals may address the BOT only after being recognized by the Chair and being asked to provide their name, place of residence, and affiliation with the college or other group, if any.
6. During the time provided for public comment the public may also comment on items which are not agendized, but are within the subject matter jurisdiction of the BOT. By law the BOT, except in specific prescribed circumstances [See Government Code Section 54954.2 (b) (1) (2) (3)], can neither discuss nor take action on any matter not agendized. The BOT may ask or answer questions or make comments to clarify the issue, provide a reference to staff or other resources for factual information, or ask staff to report back to the BOT at a subsequent meeting. The BOT and staff are not obligated to comment on any item not agendized.
7. Individuals wanting to comment on agendized or non-agendized items shall be limited to five minutes each, unless the BOT otherwise directs at the time. The Chair, with the permission of the BOT, may modify these time limits. If time permits, an individual may speak again on the same topic. The Chair may ask any member of the public to refrain from discussing matters which are not within the subject matter jurisdiction of the BOT.
8. The public has a right to place matters directly related to district business on the agenda of the BOT's meetings. When a member of the public requests, (either in an open session of the BOT, or by a written request to the Chair or Secretary of the Board), that an item be put on a subsequent agenda, the Board shall determine if the item is, in fact, appropriate Trustee business, realizing that in certain situations this may have to be

determined (clarified) by legal counsel. When it is determined that the item is appropriate for a public meeting agenda, it will be added in a reasonable amount of time, given the complexities of preparing the item.

9. Personal complaints against an employee or student:
  - a. Students and employees have certain rights to privacy and confidentiality as provided for by various district policies as well as by statutes. Therefore, in order to promote remedial dialogues and protect privacy and confidentiality, the BOT encourages the use of appropriate complaint procedures in making complaints against employees and/or students. An individual who has a complaint against an employee may take it directly to the employee's supervisor. (See Policies No. 009, 337, 432, 513, 515, 533, 534, and 809, as well as the Family Education Rights and Privacy Act.)
  - b. Anyone wishing to make a complaint against an employee or student directly to the BOT may do so by submitting a written request to the Superintendent/President asking that the complaint be agendaized (see #8). If the BOT decides to hear the complaint or charge brought against an employee, pursuant to the Brown Act the individual against whom the complaint is being made will be given written notice at least 24 hours in advance of the Board meeting at which the complaint is to be heard. He/she shall choose if the complaint will be heard in open or closed session.
  - c. If someone brings a complaint before the BOT without following 9(b), he/she may express the complaint at an open meeting during the time provided for public comments. When this occurs, however, the Trustees shall refrain from discussing the matter. Furthermore, the Chair shall point out the intent of the BOT not to hear comments which are potentially slanderous and/or constitute a breach of privacy and confidentiality.
10. Statements shall be addressed to the Chair only. Speakers from the audience shall refrain from directly calling on others to answer questions or respond to comments.
11. The Chair has the right to caution speakers to control their remarks when, in the judgment of the Chair, they become too personal, harsh, abusive, or profane. The Chair may also request that an individual leave the meeting if that person does not observe reasonable decorum, as determined by the Chair.
12. In conformance to applicable statutes the BOT will hear criticisms of the BOT's policies and procedures, as well as the programs and services of the college and the acts or omissions by the BOT or on the part of the college staff as a whole. If the subject matter is not on the agenda and is not pertinent to another item on the agenda, the BOT will normally not discuss the matter except for clarification. See item 6 above.
13. The BOT need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the BOT determines that the item has been substantially changed since the committee heard it, the BOT shall provide an opportunity for the public to speak in accordance with law.

*Adopted: December, 1978*  
*Revised: September 2, 1998*