

**Board of Trustees**

**AP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS**

**References:**

Education Code Section 72121.5;  
Government Code Section 54954.2

Members wishing to present items not on the Board agenda shall submit a written request at the beginning of the meeting to the Recording Secretary. The written request shall list the agenda item or topic and include his/her name, address, and organizational affiliation, if any. The Board cannot act on or discuss items not listed on the agenda.

Members of the public also may submit when written communications to the Board on items on the agenda and/or speak to agenda items at the Board meeting. Written communication regarding items on the Board's agenda should reach the office of the Chancellor not later than 72 hours prior to the meeting at which the matter concerned is to be before the Board. 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.

---

**Approved:** March 19, 2013

*(This is a new procedure recommended by the Policy and Procedure Service)*