

**ADMINISTRATIVE PROCEDURE 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS****A. Speaker Cards**

Members of the public wishing to address the Board, must obtain and return a completed "Speaker Card" to the Assistant to the Chancellor prior to the Board meeting commencing. Speaker cards are provided at the meeting, and can be submitted prior to the Board's consideration of the respective agenda item or public participation agenda section.

**B. Required Information**

The following written information is required before a request to address the Board can be honored:

1. A summary description of the topic to be discussed.
2. The designation that either a non-agenda item or a specific agenda item number is to be discussed.
3. The name and organizational affiliation, if any, of the speaker.

**C. Time Limitations**

Communications by members of the public will be limited to 3 minutes each. Time may be yielded to another speaker up to a limit of six additional minutes provided there are no more than five speakers for the agenda item or in the non-agenda category. At the discretion of the Board President of the Board, total time allowed for speakers for an agenda item or in the non-agenda category may be limited to 15 minutes. In order to limit total time, the Board President may limit individual speakers to 1 or 2 minutes. If more requests are received than can be honored within the meeting's time limit, they will be scheduled for the subsequent meeting in the order received.

**D. Public Records**

A list of speakers' names and the topics they discussed will be part of the Board meeting public record. Any written materials distributed to the Board during an open session meeting concerning agenda items will become part of the Board meeting public record.

Approved by the Chancellor: January 4, 2012