

## **AP 2345 Public Participation at Board of Education Meetings**

### **References:**

ORS 192.630  
ORS 192.670  
BP 2350 Speakers

The Board does hereby establish procedures for public participation in open meetings. The purpose of these procedures will be to inform the public how to effectively participate in Board meetings for the best interests of the individual, the College and its patrons. This procedural information will be easily accessible and available on the official College website.

All meetings of the Board of Education, with the exception of executive sessions, will be open to the public. The Board invites citizens to attend Board meetings to become acquainted with the program and operation of the College. Members of the public also are encouraged to share their ideas and opinions with the Board, when appropriate.

Any person who is invited by the Board Chair to speak to the Board should state his/her name and address and, if speaking for an organization/business, the name and identity of the organization. A spokesperson should be designated to represent a group with a common purpose.

Statements of the public should be brief and concise. The Board Chair may use discretion to establish a time limit on discussion or oral presentation by visitors.

Questions asked by the public, when possible, will be answered immediately by the Board chair or referred to staff members for reply. Questions requiring investigation may, at the discretion of the Board Chair, be referred to the President for response at a later time.

### **Items Not on the Agenda**

During the Public Forum session of a Board meeting, members of the public are specifically invited to present concerns regarding items not on the agenda. The Board, at its discretion, may require that a proposal, inquiry or request be submitted in writing, and reserves the right to refer the matter to the administration for action or study. 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.

### **Items on the Agenda**

Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the Board Chair. At the discretion of the Board Chair, further public participation may be allowed. The Board, at its discretion, may require that a proposal, inquiry or request be submitted in writing, and

reserves the right to refer the matter to the administration for action or study. 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.

At the discretion of the Board Chair, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing the Board secretary with a completed registration card/sign-in sheet prior to the Board meeting in order to allow the Board Chair to provide adequate time for each agenda item.

#### Petitions

Petitions may be accepted at any open Board meeting. No action will be taken in response to a petition before the next regular meeting. Petitions will be referred to the President for consideration and recommendation.

#### Criticism of College Personnel

Speakers may offer objective criticism of college operations and programs, but the Board will not hear complaints concerning individual College personnel. The Board Chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

END OF PROCEDURE

**Approved: October 11, 2022**