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PUBLIC PRESENTATIONS

Celebrating 40 Years of Education & Opportunity



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PUBLIC PRESENTATIONS TO THE BOARD OF TRUSTEES

The Board Of Trustees Welcomes Open Discussion And Provides Opportunities For Members Of The Staff And Public To Address The Board.

Preparation

If you have an issue concerning the college/district, please follow these guidelines:

- Try to resolve issues with college/district personnel before bringing the issue to the board.
- Before addressing the board, have a good understanding of the basic facts of the issue.
- Prepare an outline of your presentation.
- Limit comments to two minutes.

Speakers are expected to be courteous and to refrain from public discussion of personnel matters. All charges or complaints against employees should not be included in public comments, but should be submitted to the Chancellor in writing.

Sign-up

Members of the community and staff who wish to address the board are asked to fill out a Public Comments form prior to the start of the meeting. A staff member will be in the board room to collect these forms. Print your name, complete address and affiliation legibly on the Public Comments form.

At the Meeting

Pick up an agenda and determine where your item is on the agenda. Listen for any changes in the agenda announced by the Board President. When the board is ready for public presentations, the president will refer to the Public Comment forms and call out the names in the order that they appear.

Addressing the Board

- When your name is called, approach the podium. Speak into the microphone, giving your full name and address for the record.
- Please limit your comments to two minutes. Well-organized, brief testimony is most effective.
- Be prepared to adjust your comments to avoid repetition. Be respectful of the board.
- Be ready to respond to questions from the board, if asked.

