

South Plains College Board of Regents POLICY STATEMENT

B. Local Governance (Bylaws)

BCF. Public Participation

Board meetings are held to transact the business of the District and are open to the public except when closed meetings are permitted by law. Citizens shall be allowed to address the Board by requesting a place on the agenda or during the portion of the meeting designated for communications not on the agenda as outlined below. The Board shall set reasonable restraints on the number, length and frequency of presentations.

Public participation is limited to those individuals who are on the agenda and to that portion of the meeting designated for communications not on the agenda. At all other times during Board meetings, the audience shall not enter into discussion or debate on matters being considered by the Board. No presentation shall exceed five minutes. Delegations of more than five persons shall appoint one person to present their views to the Board.

If the Board Chair determines that a person has not attempted to resolve a matter administratively, the person shall be directed to the appropriate policy for attempted resolution before bringing the matter to the Board.

Complaints and concerns for which other resolution channels are provided shall be directed through those channels:

Employee complaints and grievance – refer to DC, *Policy and Procedures Manual*
Termination of employment – refer to DDC; EE, Section E, *Policy and Procedures Manual*

Student complaints and grievances – refer to FM, *Policy and Procedures Manual*

Student discipline and penalties – refer to FF, *Policy and Procedures Manual*

Public complaints – GI, *Policy and Procedures Manual*

A citizen's request to place an item on the agenda in order to address the Board shall be made in writing to the College President's office at least seven (7) days before the regular meeting. The request shall include the person's name, address, telephone number and the subject matter to be presented. If a citizen's request has been scheduled on the agenda, the Board shall make whatever response or take whatever action it deems appropriate to handle the matter.

The Board shall designate a portion of its regular monthly meeting to hear comments from individuals who have not requested a place on the agenda. Persons who wish to participate in this portion of the meeting shall sign up as they arrive, indicating the topic about which they wish to speak. The Board Chairman may set reasonable time limits on presentations.

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate, discuss or make any decision on any subject not on the agenda.

Date Issued: March 10, 2005

Approved: Board of Regents