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**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD MEETING**

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**Visitors Information Sheet**

Welcome to this meeting of the Governing Board of the Southwestern Community College District. Board meetings are held to conduct all business of this District. Regular and special meetings are open so that citizens may attend and be aware of Board deliberations. Visitors may present their views to the Board by the following methods:

- **Requests for Board Action**

Government Code Section 54954.2 and Education Code Section 72121 require that items requiring a Board decision be placed on the printed agenda and posted 72 hours in advance of a regular meeting and 24 hours in advance of a special meeting.

An individual or organization may request the placement of an item on the agenda, provided the applicant files a written request with the Superintendent/President at least ten (10) working days prior to the meeting. A written request should include the name, address, and telephone number of the person(s) making the request, the name of the organization represented (if any), the nature of the request, and supportive information regarding the request.

- **Oral Communications**

Government Code Section 54954.2 prohibits the Governing Board from taking action on items first brought to their attention under Oral Communications.

**An oral presentation to the Board does *not* constitute an open discussion on the presentation topic, unless that topic is on the posted agenda. Pursuant to the Brown Act [Government Code Section 54954.2(a)]: “No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may *briefly* respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3.”**

It is the policy of this Governing Board to allow public comment, subject to the following conditions:

1. At approximately 7:30 p.m., the order of business will be suspended to allow the Board to hear Oral Communications.
2. Persons wishing to speak complete a card entitled “Request for Oral Communications,” including the topic to be discussed. This card must be completed and in the hands of the Secretary of the Board prior to the beginning of the Oral Communication period.
3. The President of the Governing Board will determine the order in which individuals speak. When your name is called, please go to the public microphone, state your name and organization (if any) and proceed with your comments. A maximum of three (3) minutes is allowed for a presentation; however, the Governing Board reserves the option of limiting communications further, consistent with the limitations of time and the orderly conduct of the meeting. The granting of additional time for a presentation must be reserved as a prerogative of the Governing Board.
4. It is the intent of the Governing Board to allow those individuals who complete a request card to address the Governing Board. Circumstances at a Governing Board meeting, however, might be such that the Governing Board Members feel the necessity to not provide this opportunity.

**Right to Speak on Agenda Items**

The Governing Board may allow an individual to speak on specific agenda items if the request card referred to under Oral Communications is submitted indicating the agenda items the individual wishes to comment on. Item #4 above would also apply to this opportunity.

Thank you for joining us.