

ARIZONA WESTERN COLLEGE

District Governing Board

Addressing the Board

Open Call to the Public — Participation Guide

For Community Members

The Arizona Western College District Governing Board welcomes you. At each Regular Board Meeting, the Board sets aside time for the Open Call to the Public, an opportunity for any member of the community to speak on matters within the Board's jurisdiction, including topics not on the agenda.

Your Right to Speak — A.R.S. § 38-431.01(I)

Arizona's Open Meeting Law requires every governing board to hold an Open Call to the Public at regular meetings. Any person may address the Board. The Board may not vote on or discuss non-agenda items raised during the Open Call.

What to Say When You Approach the Microphone

STEP 1 — Open every address with this greeting:

"Board Chairman [last name], Members of the Board, Dr. Dhawan, and guests — my name is [YOUR FULL NAME]."

Then state your title or role, the organization you represent (if any), and the topic you wish to raise.

STEP 2 — If a Board Member asks you a question, respond with:

"Board Chairman [last name], Board Member [last name of the member who asked] —" then answer. Repeat for each question.

How to Participate

1. Check the District Governing Board meeting schedule at azwestern.edu/district-governing-board for the meeting date, time, and location. Meetings are generally held at the Frances Morris Boardroom, Yuma Campus, though some meetings are held at other AWC locations (such as San Luis, Welton, or Parker).
2. Arrive early. The Open Call typically occurs near the start of the meeting. The room opens approximately 15 minutes before the scheduled start time.
3. When the Board Chair opens the Open Call, approach the microphone. Wait to be recognized.
4. Open with the greeting above, state your name and topic, and make your remarks within the time limit.
5. If a Board Member asks a question, re-acknowledge the Chair and that member before answering.

Key Rules

3-Minute Time Limit

You have up to three (3) minutes to speak. The Chair may adjust this based on the number of speakers. If many people share the same viewpoint on one topic, the Chair may ask the group to designate one or two representatives.

Respectful Conduct

Address the Board with decorum. Personal attacks, profane language, or disruptive behavior are not permitted. The Chair may conclude your time if conduct becomes disruptive.

One Turn Per Meeting

Each speaker is generally limited to one opportunity per Open Call per meeting.

Stay Within Jurisdiction

Comments should relate to matters within the AWC District Governing Board's authority. Operational complaints should go to the Office of the President.

Non-Agenda Topics

The Board cannot vote on items raised during the Open Call that were not previously noted on the agenda. Your comments may prompt staff follow-up or a future agenda item.

Questions? Contact the President's Office.

Jennifer Freedman, Executive Assistant to the President

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*Governed by Arizona Open Meeting Law, A.R.S. § 38-431 et seq. • Meeting notices
posted per A.R.S. § 38-431.02*