

**Responsible Executive:** Board of Trustees  
**Approving Official:** Board of Trustees  
**Effective Date:** On approval  
**Revision History:** New

**I. INTRODUCTION**

Section 286.0114, Florida Statutes, grant certain rights of public comment at public meetings as established in procedures approved by the particular public board. This policy sets out the public comment procedures for public meetings the Florida State University Board of Trustees.

**II. POLICY (Including any Forms and Attachments)**

Individuals or representatives of groups who wish to address the Board of Trustees regarding an item on the Board’s agenda may do so after submitting an appearance card to the Board Secretary or designee before the start of the Board meeting.

It is the expectation of the Board that all speakers and meeting attendees conduct themselves with appropriate decorum while the Board hears public comment. Any individual or group who disrupts the Board’s ability to receive public comment may be removed from the meeting.

A prospective speaker must indicate on the appearance card his or her name, relationship to the University, the subject matter to be addressed before the Board, and whether the speaker is speaking in favor of an item, in opposition to an item, or is appearing to provide information to the Board. This disclosure will assist the Board Chair in determining in what order to call proposed speakers to provide for a variety of representative viewpoints. Members of groups are encouraged to appoint one or several of their members to present the position of the group.

Each speaker may address the Board for a maximum of three minutes per speaker unless granted permission by a vote of the Board to extend the speaker’s time beyond this limit. The Board may also vote to shorten the allotted time per speaker. Absent a vote of the Board to extend the public comment section of the meeting, no more than 30 total minutes of each meeting will be devoted to public comment.

Public comment will generally be taken at the start of the agenda.

The Board may decline to hear comment on issues not scheduled at that meeting’s agenda.

### **III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY**

Article IX, Section 7, Florida Constitution, BOG Regulation 1.001(3), implements s.286.0114, F.S.

/s/ Name of Approving Official

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[Proof of approval retained in file]