

Title of Policy: Comment at Public Meetings  
Responsible Executive: University Board of Trustees  
Approving Official: University Board of Trustees  
Effective Date: June 8, 2018  
Revision History: New June 8, 2018

## **I. Introduction**

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 or otherwise conduct its business may be removed from the meeting.

## **II. Policy**

A prospective speaker must indicate on the appearance card 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 to provide information to the Board. This disclosure will assist the Board Chair in determining in what order to call proposed speakers so as 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 to be heard at that day's meeting. Appropriate accommodations will be made for meetings held telephonically.

## **III. Legal Support, Justification, and Review of This Policy**

Section 286.0114, Florida Statutes, BOG 1.001