



**POLICY 1-2 COMMENT AT PUBLIC MEETINGS**

**Responsible Executive:** University Board of Trustees  
**Approving Official:** University Board of Trustees  
**Effective Date:** November 10, 2021  
**Revision History:** New Adopted June 8, 2018; Revised November 10, 2021

**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 the 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. Conduct or comments that have the effect of disrupting the business of the Board are not permitted.

**II. POLICY**

A prospective speaker must indicate on the appearance card the subject matter to be addressed before the Board. Speakers will be limited to speaking on matters on the meeting agenda and must identify the agenda item on the appearance card, whether the speaker is speaking in favor of ~~the~~ item, in opposition to the item, or 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. Groups will be limited to three speakers.

Each speaker may address the Board for a maximum of three minutes per speaker unless granted permission by the Chair to extend the speaker’s time beyond this limit. Absent the approval of the Board Chair, 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 conducted through conference call, teleconference, or video conference. Public comment is not required at Board committee meetings.

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

Section 286.0114, Florida Statutes; BOG Regulation 1.001

This Policy should be reviewed at least every seven years and, as appropriate, revised by the Board of Trustees.

