

Guidelines for Board Policy 01-01-02; Board of Trustees – Addressing

1. The Board of Trustees reserves a portion of its regular meetings for persons who wish to address the Board.
 - (a) All persons wishing to speak at a meeting of the Board of Trustees must register to do so by completing a Public Speaker Request Form (“Form”). All persons must provide:
 - i. Name and relationship, if any, to the University
 - ii. Organization the person is representing and capacity in which the person represents the organization (if applicable)
 - iii. The subject matter of the presentation
 - iv. Street address; phone number; email contact information
 - v. Other information as requested by the Secretary of the Board of Trustees
 - (b) Forms must be submitted to the Office of the Secretary of the Board of Trustees no later than 48 hours before the start of the meeting.
 - (c) No more than five speakers may address the Board on any single topic that is germane to an action item on the Board agenda. No more than four speakers may address the Board on any single topic that is not germane to an action item on the Board agenda.
 - (d) Speakers will be accepted on a first come, first served basis. Speakers will be permitted to speak, by topic, in the order in which their forms were received. No waiting list will be kept from meeting to meeting.
2. All persons who registered to speak by completing the Form in advance of the deadline must check in with the receptionist in the office of the Board of Trustees no less than 30 minutes before the start of the meeting at which they are registered to speak.
3. Only individuals who have registered to speak before the deadline and who check in on a timely basis will be called to address the Board. Persons scheduled to speak may not cede all or part of their time to other individuals.
4. Individuals wishing to provide written or other materials to the Board in connection with their comments must provide no less than 14 copies of those materials to the Office of the Board of Trustees. Materials received by 5:00 p.m. on the day preceding the meeting will be distributed to the Board in advance of the meeting. Materials received after that time will be distributed as soon as practicable.
5. Speakers whose topics are germane to action items on the Board agenda will be called to speak before the Board votes on those matters. Speakers whose topics are not germane to the action items on the Board’s agenda may be called to speak after the rest of the Board’s agenda.
6. Speakers must speak from the podium.
7. No person may speak for more than three minutes. A digital timer will indicate the speaker’s remaining time. At the end of the three minutes, an audible buzzer will indicate the expiration of the speaker’s time.
8. Speakers do not have access to PowerPoint or other audio/visual equipment.