

Florida Polytechnic University Board of Trustees Policy on Public Comment at Board of Trustees Meetings

Preamble: Pursuant to Section 286.011, Florida Statutes, meetings of the Florida Polytechnic University Board of Trustees (the “Board”) and its Committees (“Committee”) are public meetings that are open to the public at all times unless otherwise provided by law. Additionally, Section 286.0114, Florida Statutes, provides that members of the public are to be given a reasonable opportunity to be heard on a proposition before the Board.

Nature and Scope: To establish guidelines for public comment in order to maintain orderly conduct and proper decorum at meetings of the Board.

Policy Statement: The Board allows for a public comment period during each Board and Committee meeting. The public comment period is noted on the agenda for Board and Committee meetings. Individuals or group representatives who desire to appear before the Board or Committee (“Speaker”) regarding an item being considered on a meeting agenda must comply with the following procedures and guidelines.

Requesting to Speak: A Speaker must submit a request to speak at a Board or Committee meeting to the University President, as Corporate Secretary, at least twenty four (24) hours prior to the scheduled start of the meeting at which the Speaker wishes to speak. Such request must specify the meeting and the agenda item about which the Speaker wishes to speak. Requests to speak can be submitted using the following link: [Board of Trustees Comment Card](#) or emailing the request to ubot@floridapoly.edu.

The University President, in consultation with the Chair or Committee Chair and complying with the law, will determine whether the Speaker’s comment regarding an agenda item will be heard and when the comment will be heard. The Board Chair, Committee Chair, or President may decline to hear public comment that he or she determines does not relate to a particular agenda item, or that is outside the Board’s jurisdiction, or because it is not practicable for a particular meeting.

Time Limits: A Speaker will be allotted three (3) minutes to present information. However, the Chair or Committee Chair may extend or shorten this time depending upon the number of Speakers. A Speaker should confine his or her remarks to the agenda item being addressed. The aggregate time for all public comments at a meeting need not exceed 15 minutes.

If it appears that the amount of speakers desiring to speak will exceed the 15 minute public comment time period, the Board Chair, Committee chair, or President may reduce the maximum amount of time allowed for each Speaker, may limit the number of Speakers that may address an agenda item or topic, or may ask a group to designate a representative to speak on the group’s behalf. The Chair or Committee Chair may recognize any individual or representative of a group to address the Board or Committee, respectively.

Disruption and Safety of Meeting: In order to proceed with the essential business of the Board in an orderly manner and to ensure the safety of those in attendance, any individual or group representative who attempts to disrupt a Board or Committee meeting or presents a safety issue, will be subject to appropriate action (including removal) pursuant to law. The President, Chair, or Committee chair, in consultation with relevant parties such as the University Police Department and Facilities and Safety Services, have the authority to determine the appropriate action.