



### **Guidelines For Public Comment At Board Meetings**

These procedures are intended to provide a structured format whereby constituents of the Board of Trustees (BOT) can provide information or make comment about items of public interest.

1. The BOT meeting agenda provides an opportunity for members of the public to address the BOT; however, the BOT suggests that most announcements, problems, or requests be channeled through the College's administration. If the citizen feels the item cannot be handled properly by the administration, the BOT suggests that the BOT Chairperson be consulted in advance of the meeting. The Chair can then offer advice on how best to proceed.
2. Members of the general public wishing to make a comment at a BOT meeting may request permission to do so during the Public Comment portion of the agenda. Such permission should be requested by filling out a request form by noon on the day of the Board meeting. Forms will be presented to the Board Chairman for consideration. Generally, matters that are personal in nature or relate to personnel matters will not be heard publicly. The Chairman also has a responsibility to discourage abusive or redundant comments. If the appropriate request is not made in advance the Chairperson has the discretion to hear from individuals present at the meeting.
3. When recognized for public comment, citizens should restrict comments to no more than three minutes. If several citizens desire to make comment about the same topic, the Board Chairman may require that the citizens choose a spokesperson to speak on behalf of all.
4. The BOT meetings operate according to an agenda that is developed in advance. Only items specifically placed on the agenda will be acted upon or discussed. Items or questions presented as "public comment" will not be discussed by the Board. Occasionally, for reasons of expediency, the Board Chairman may respond or answer a question raised; but, as a rule, there will be no action or discussion of public comment items. Generally, the Board Chairman will respond to public comment by saying, "Thank you for your comments."
5. The Public comment portion of the BOT agenda is not intended for use by employees and students of the College. The BOT has clearly-developed policies for the handling of employee and student concerns, proposals, grievances, student discipline, and other matters of internal college affairs. In these instances, the BOT serves as the appeal board and will, therefore, not become involved until all internal procedures for addressing a specific situation have been exhausted.