



Policy

UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES

POLICY #: BOT-12.01-09/13

EFFECTIVE DATE: AUGUST 29, 2013

POLICY/PURPOSE: BOARD OF TRUSTEES PUBLIC COMMENT POLICY

To establish a policy concerning public comment at public UWF Board of Trustees meetings

RESPONSIBLE OFFICE: BOT

1. APPLICABILITY: Board of Trustees

2. POLICY:

In accordance with Florida Statute 286.0114 this policy establishes a reasonable opportunity for the public to be heard on a proposition before the UWF Board of Trustees. The opportunity to be heard need not occur at the same meeting at which the board takes official action on the proposition as long as the opportunity exists during the decision making process and is within reasonable proximity in time before the meeting at which the board takes official action.

These requirements do not apply to an official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the board to act, or other such exemptions allowable by law.

The UWF Board of Trustees will follow the process below:

Chair Authority

1. The board chair may designate a specific time for public comment.
2. The board will limit public comment only to propositions on the current BOT agenda, or will hold a public forum for specific agenda items in advance of the official decision by the BOT.
3. Individual speakers will be limited to three minutes.
4. The chair may limit the number of speakers on the same topic or require a group to designate a representative to speak on their behalf, but that does not require the BOT to allot additional time to the spokesperson.
5. The board is not required to respond to comments.
6. Other such criteria required and applicable by Florida law.

Individual Procedures

1. Members of the public must provide a written form to the BOT administration liaison prior to the beginning of the public comment period noted on the agenda.
2. Individuals must address their comments to the BOT only.
3. All speakers must state their name and address for the record.
4. All speakers should be tasteful, truthful, and concise.

5. Individuals can waive comment in support, opposition, or neutrality when their name is called by the chair.

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