



UNIVERSITY OF CENTRAL FLORIDA

UCF Board of Trustees Meeting Public Comment Request Form

This form must be received prior to the start of the meeting. Electronic submissions should be emailed to boardoffice@ucf.edu.

UCF Board of Trustees Bylaws, Section 7.6: Appearance Before the Board

Individuals, groups or factions who wish to appear before the Board to discuss a subject pending before the Board shall complete a public comment form specifying the matter upon which they desire to be heard. Public comment forms will be available at each meeting and must be submitted prior to the commencement of the meeting.

For meetings held telephonically, public comment forms can be obtained from the Board website and emailed to the Office of Board Relations (boardoffice@ucf.edu) prior to the meeting. Organizations, groups, or factions wishing to address the Board shall designate a single representative to speak on its behalf to ensure orderly presentation to the Board. The Board will reserve no more than fifteen minutes for public comments. Each speaker shall be allotted three minutes to present information unless modified by the Board chair.

- Public comment speakers will be asked to speak in the order by which the forms were received.
- Public comment speakers wishing to make their comment by phone must call in 15 minutes prior to the start of the meeting.

By signing this document, I acknowledge the following:

- I will be making a statement and will not expect a response or dialogue by any Board member.
- I understand that I will be given up to **three minutes** to speak and must end my statement when instructed to do so.
- I will only give my statement once my name is called.

Date of Board Meeting: _____

Full name (printed): _____

_____ I plan to make my comment via phone. (Phone number): _____

_____ I plan to make my comment in person.

Topic of comment: _____

Signature: _____