



PROCEDURES: REQUEST FOR PUBLIC COMMENT

Summary

In accordance with the University of Central Florida Board of Trustees' Tenth Amended and Restated Bylaws, this form must be submitted to the Office of Board Relations **at least twenty-four hours** prior to commencement of the meeting at which comment is sought to be made.

Electronic submissions should be emailed to boardoffice@ucf.edu.

UCF Board of Trustees Bylaws, Section 7.7: Appearance Before the Board

Individuals, groups, or factions who wish to appear before the Board to comment on a subject pending before the Board must complete a public comment form specifying the matter upon which they desire to be heard. Public comment forms are available on the Board's website and must be submitted to the Office of Board Relations at least twenty-four hours prior to commencement of the meeting at which comment is sought to be made. This also applies to meetings held virtually or by teleconference. Organizations, groups, or factions wishing to address the Board shall designate a single representative to speak on its behalf to ensure an 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.

Protocol:

- 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: _____