



## 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 [bot@ucf.edu](mailto:bot@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. 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.

Public comment forms are available on the Board's website and must be submitted to the Board Office 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. 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:

- Per the Board's Bylaws, the Board reserves fifteen minutes for public comments. Each speaker shall be allotted up to three minutes to present information, unless modified to allow all requests to be heard.
- Public comment speakers will be asked to speak in the order by which the forms were received.
- The Board may decline to hear any matter determined not to relate to a particular action item or that is outside the Board's jurisdiction.
- Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the Board Office at least 72 hours before the meeting by contacting the Board Office at [bot@ucf.edu](mailto:bot@ucf.edu).

### 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. Time may be reduced based on the number of public comments received.
- I understand I must be present when my name is called and will only give my statement when instructed to do so. If not present, I forgo my opportunity to address the Board at this meeting.
- Speakers with comments related to board actions under consideration will be called upon to speak first and in the order in which their forms were received. All other requests may be considered thereafter in the order they were received and as time allows.

**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 / related agenda item:** \_\_\_\_\_

**Signature:** \_\_\_\_\_