

College Operating Procedures (COP)



Procedure Title:	Comments from Guests to District Board of Trustees
Procedure Number:	01-0106
Originating Department:	Office of the President
<u>Specific Authority:</u>	
Board Policy	6Hx6:1.01
Florida Statute	1001.64, 1001.65
Florida Administrative Code	n/a
Procedure Actions:	Adopted: 7/15/09; Revised 8/1/10; 0/11/10; 9/15/11; 4/16/12
Purpose Statement:	Registration of guests who attend District Board of Trustees meetings wishing to make comments.

Guidelines:

Public comment is a standing item on the District Board of Trustees agenda. A uniform sign-in process is established through this procedure so that the names of guests wishing to make public comment are recognized. In all cases the individual wishing to speak will be allotted two (2) minutes which will be timed by Board Staff. If more than ten speakers are addressing the same topic, that topic will be allowed a total of twenty (20) minutes of address.

Procedures:

Agenda Item:

Individuals wishing to be recognized and given an opportunity to speak to an Agenda item at a meeting shall notify the Board Recorder fifteen (15) minutes prior to the call-to-order of the meeting. A "Request for Public Comment" card will be filled out with the individual's name, address, the agenda item to which the individual wishes to speak, and the date. The card will be given to the Board Chair and the individual wishing to speak will be invited to do so.

Non-Agenda Item:

Individuals wishing to address the Board on an item NOT on the Agenda must notify the office of the President in writing of subject matter at least seven (7) calendar days prior to the meeting to allow staff time to prepare and to ensure the matter is within the jurisdiction of the Board.