



**UNIVERSITY POLICY BOT-12.02-09/23**

**TO:** The University of West Florida Community

**FROM:** Dr. Martha D. Saunders, President

**SUBJECT:** Board of Trustees Public Comment

**RESPONSIBLE OFFICE:** Board of Trustees

**I. Purpose:**

To establish a policy concerning public comment at public meetings of the University of West Florida Board of Trustees (BOT).

**II. Policy:**

In accordance with Section 286.0114, Fla. Stat., this policy establishes a reasonable opportunity for the public to be heard on a proposition before the BOT. The opportunity to be heard need not occur at the same meeting at which the BOT 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 BOT takes official action.

These requirements do not apply to emergency actions affecting the public health, safety, or welfare if compliance with the requirements would cause an unreasonable delay in the ability of the BOT to act or when exemptions are allowed by law.

**A. Chair Authority**

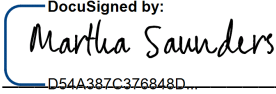
1. The Chair of the BOT will designate a specific time or times during the meeting for public comment.
2. The BOT will limit public comment to the proposition on the agenda and before the BOT at that time or will hold a public forum for agenda items in advance of the official decision by the BOT.
3. The BOT also may allow public comment during a meeting for the public to provide comments on matters not noticed on the agenda before addressing agenda items.
4. Individual speakers will be limited to three minutes unless, in the Chair's absolute discretion, it is necessary and appropriate to reduce each speaker's time to two minutes due to the number of persons that intend to speak on that topic or agenda item.

5. 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.
6. The BOT is not required to respond to comments.
7. The BOT may institute other parameters as required and applicable by Florida law.

**B. Procedures for Speakers**

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.

**Adopted by the Board of Trustees on September 14, 2023.**

**Approved by:**  \_\_\_\_\_ **Date:** 09/15/2023  
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Dr. Martha D. Saunders

**Authority:** §286.0114, Fla. Stat.

**Cross Ref.:** None

**History:** Established September 2013; revised September 2023

**Last Review:** September 2023