

UNIVERSITY OF WEST FLORIDA BUSINESS ENTERPRISES, INC. (BEI)

POLICY #: BEI 1.13 – 8/13

EFFECTIVE DATE: AUGUST 23, 2013

POLICY/PURPOSE: **BOARD OF DIRECTORS PUBLIC COMMENT POLICY**

To establish a Policy concerning public comment at public BEI Board of Directors meetings.

RESPONSIBLE OFFICE: BEI

1. APPLICABILITY: Board of Directors

2. POLICY

In accordance with Florida Statute 286.0114 this policy establishes a reasonable opportunity for the public to be heard on a proposition before the BEI Board of Directors. The opportunity to be heard need not occur at the same meeting at which the board 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 board takes official action.

These requirements do not apply to an official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the board to act, or other such exemptions allowable by law.

The BEI Board of Directors will follow the process below:

Chair Authority

1. The board chair may designate a specific time for public comment.
2. The board will limit public comment only to propositions on the current Board agenda, or will hold a public forum for specific agenda items in advance of the official decision by the Board.
3. Individual speakers will be limited to three minutes.
4. 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 Board to allot additional time to the spokesperson.
5. Other such criteria required and applicable by Florida law.

Individual Procedures

1. Members of the public must provide a written form to the Board administration liaison prior to the beginning of the public comment period noted on the agenda.
2. Individuals must address their comments to the Board only.
3. All speakers must state their name and address for the record.
4. All speakers should be polite, truthful, and concise.
5. Individuals can waive comment in support, opposition, or neutrality when their name is called by the chair.