

## **PUBLIC COMMENT POLICY**

The Board welcomes the opportunity for expression of public views on issues before the Board. A portion of its regular scheduled meeting is reserved for individuals who wish to address the Board.

### **Requests to Address the Board:**

All persons wishing to address the Board at regularly scheduled Board meetings must complete a Request to Address the Board form at least three (3) business days before the first day of the Board meeting. The requests must be submitted to the Board Secretary via email at [trustees@memphis.edu](mailto:trustees@memphis.edu).

The Board Secretary will acknowledge receipt of requests and confirm logistical details for the public comment period.

### **Permissible Subjects:**

Persons may request to speak about items on the meeting agenda or other matters of concern to the University.

### **Impermissible Subjects:**

The Board will not hear speakers on the following topics: grievances or appeals specific to individual students or employees; pending or threatened litigation involving the University or University officials; the employment status of any specific individual; statements concerning the private activities, lifestyles or beliefs of any individuals; proposals or bids for contracts.

### **Time Allocation:**

- A Person addressing the Board will have a maximum of 3 minutes for any comments. Exceptions to this time period will only be allowed at the discretion of the Board Chair.
- The aggregate time for all public comments at a meeting will not exceed 15 minutes in total.

### **General Terms and Conditions:**

- PowerPoint or other audio/visual equipment is not permitted during public comment.
- If a speaker also has written materials, s/he should provide 12 collated copies to the Board Secretary, who will distribute them to the Board members at or before the time of the comments.
- No action shall or may be taken by the Board at public comment sessions. In his or her discretion, the Board Chair may refer a matter raised during public comment for subsequent response by the President, the President's designee, or an appropriate Board Committee. The Board Chair may also request or permit comment by members of the administration.

To ensure that the scheduled business of the Board is conducted in a timely manner pursuant to the published agenda, the time allotted to the comment session will not be enlarged by the Board Chair absent extenuating circumstances, to be determined in his/her sole discretion.

Persons whose comments were not heard due to time constraints are encouraged to communicate in writing. Communications may be submitted to the Board Secretary at [trustees@memphis.edu](mailto:trustees@memphis.edu).