

# RULE

<b>Subject</b>	<b>Appearances Before the Board</b> <small>Page 1 of 2</small>	<b>Number:</b> 6HX14-1.042
<b>Authority</b>	F.S. 120.525, 1001.64, 1001.65	<b>Date:</b> 1/19/05
<b>History</b>	3/22/00	
<b>Source</b>	President	

## A. Appearances Before the District Board of Trustees

1. Those applying to appear before the District Board of Trustees or to have items placed on the agenda for consideration at a specific meeting shall submit a request in writing to the President. The written request shall be submitted at least two (2) weeks prior to the meeting of the District Board of Trustees. The nature of the request shall be stated in detail. When deemed proper, the Chair or a majority of the District Board of Trustees may waive these rules and hear any person on any subject. Such a request should be submitted to the President, or designee, and should provide the following information:
  - a. Name
  - b. Business or residential address
  - c. Relationship to the college
  - d. Topic upon which the person wishes to address the District Board of Trustees
  - e. Statement of position, relevant facts and any appropriate written material
2. At the discretion of the Chair, persons wishing to speak on agenda items, who have properly completed and submitted the required materials, may be heard before a vote is taken on relevant action items. Individual audience presentations on any agenda action item will be limited to five (5) minutes. The total time for audience presentation on any single agenda action item will be limited to fifteen (15) minutes unless the Chair approves an extension of time. If more than three persons wish to speak on any single agenda action item, the amount of time devoted to audience presentation will be divided equally among all those who wish to speak on the time. If large numbers of persons wish to speak on any single agenda action item, it is recommended they choose one or more persons to speak for them.
3. The Board may schedule informal meetings to hear from individuals or representatives of groups on issues pertinent to the College or the Community College System. The Board will receive information during these sessions, but will not take action on matters raised during these presentations.

## B. Protocol for Meetings of the District Board of Trustees

1. All those in attendance at meetings of the District Board of Trustees may be asked to identify themselves to the Secretary or a designee upon entry to the meeting.

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2. Only members of the District Board of Trustees, the President, the Board Attorney and those recognized by the Chair may address the District Board of Trustees.
3. If space is limited in the meeting room, those with business before the District Board of Trustees and the members of the press shall have priority over those who are visitors.
4. No person shall cause any disturbance, delay, or interference, or cause any threats thereof at any meeting of the District Board of Trustees. Further, no person shall intentionally or through coercion, force, or intimidation, deny or interfere with the right of another to free access or egress from any meeting.
5. Visitors to meetings of the District Board of Trustees shall observe the reasonable requests of the Chair.