

## POLICY FOR PUBLIC COMMENTS AT COT MEETINGS

NAME: Public Comments at Council of Trustees' Meetings  
ISSUING DEPARTMENT: Council of Trustees  
ISSUED DATE: January 5, 2006  
REVIEWED DATE: March 23, 2006  
APPROVING AUTHORITY: Council of Trustees – March 23, 2006  
DATE REVISED:

### DEFINITION OF POLICY/PROCEDURE

The Council of Trustees of Mansfield University welcomes comments from students, staff, faculty, and members of the general public. Accordingly, it sets aside time at each of its meetings to receive such comments. The purpose of this policy is to articulate the procedures to assure that comments may be received in a fair and orderly manner.

The Period of Public Comment is a time for the Council to receive comments, not for the Council to answer questions or enter into debate. However, the Council reserves the right to respond to comments either at the time they are offered or at a later date.

Comments are to be addressed only to the Council of Trustees. Comments intended for University administrators may be directed to them at any time during normal working hours.

### PURPOSE

The purpose of this policy is to have a clear process for comments from the public, permitted by the Council of Trustees during their regularly scheduled meetings.

### SCOPE

This policy concerns all those attending the Council of Trustees meetings with the exception of members of the Council.

### FORMS

No form necessary.

### RESPONSIBILITY

President's Office

(continued)

## PROCEDURE

1. The Council sets aside a period for public comments of not to exceed 30 minutes at each meeting: if 30 minutes is not needed, the Council will move to the next item on the agenda. The Council may extend this period by majority vote at any meeting.
2. Persons wishing to make comments may express their wish to do so in three ways:
  - a. By notifying the Secretary of the Board in writing prior to the meeting.
  - b. By placing their names on a list maintained by the Secretary at the meeting prior to the start of the meeting.
  - c. By being asked to be recognized during the Public Comment portion of the meeting by the Chair of the Council.

Individuals will be heard in the order in which they signed up to comment until the 30 minutes has expired. Speakers not heard will be given priority at the next meeting of the Council.

3. Each speaker shall have a maximum of five (5) minutes. The Secretary of the Board will inform the speaker when four (4) minutes have elapsed. Speakers may supplement oral statements with written statements as to more efficiently use their time.
4. A podium or table will be provided at each meeting where the speaker shall stand or sit when presenting comments.
5. Each speaker will give his/her name and address which will be recorded in the Council Minutes.
6. Any Council Member has the right to respond to a speaker by requesting to be recognized by the Chair.
7. Any Council Member has the right to request that an administrator respond to the speaker by requesting to be recognized by the Chair.
8. The Council reserves the right to modify the agenda of the meeting to address issues raised during the period of public comment.

## DISTRIBUTION

President's office will update their web page and will maintain any changes to the policy/procedure. MU Policies/Procedures Directory will be linked to the President's web page.