

	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
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## Purpose

The purpose of this procedure is to establish the process to facilitate public comment and also to maintain appropriate decorum conducive to the orderly conduct of the District Board of Trustees (the Board) meetings. Florida State College at Jacksonville (FSCJ/ “College”), recognizes and respects the right of a member of the public to be given a reasonable opportunity to be heard before the Board before it takes official action on a proposition or item.

## Procedures

### A. Public comment during regular Board meetings:

1. The Board shall provide notice as to where the public comment opportunity appears on the Board agenda. Unless otherwise extended by the Board Chair, the total time for public comment during a regular meeting shall be thirty (30) minutes. Groups and organizations are encouraged to speak through a representative whenever feasible. There will be a three (3) minute time limit on individual speakers and presentations.
2. Individuals or representatives of groups who desire to speak before the Board must register their name and the specific proposal or matter to be addressed by filling out and submitting a “Public Comment Request” form to the Administration Support Manager within the Office of the College President prior to the day of the Board Meeting or at the sign-up station at the time and place of the Board Meeting. Registration to speak will be closed ten (10) minutes prior to the beginning of the Board Meeting.
3. The opportunity to be heard does not need to occur at the same meeting at which the Board takes official action as long as the opportunity occurs during the Board’s decision-making process and within reasonable proximity in time to the meeting at which official action shall be taken.
4. Speakers will be called by name to address the Board from the meeting podium. The Board Chair may inquire as to whether the person making a public comment is there to speak for, or represent, an organization, group, or third party. The Board Chair may decline to hear any matter determined by the College President and Board Chair not to relate to a particular agenda item or that is outside the Board’s jurisdiction, or because it is not practicable for a particular meeting.
5. The requirements of this Procedure do not apply to:
  - a. Meetings exempt from F.S. 286.011;
  - b. Emergency meetings where decisions are determined to affect the public health, welfare or safety, if compliance would cause an unreasonable delay;
  - c. Ministerial acts of the Board, including, but not limited to approval of minutes and ceremonial proclamations;

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- d. Personnel or student matters for which an individual administrative remedy is available and has not been fully exhausted, or the subject of litigation or administrative claim pursuant to state or federal law; or
- e. Meetings at which the Board is acting in a quasi-judicial capacity.

NOTE: In regard to the latter two (2), these provisions do not affect the right of a person who otherwise has a right to be heard by law.

#### B. Public comment at Public Hearings under the Administrative Procedures Act:

1. Actions affecting Board Rules may be taken under a separate public hearing under the provisions of the Administrative Procedure Act, which requires that all interested parties be allowed to speak to the proposed change at the time it is considered for action.
2. Persons desiring to provide input on proposed additions, modifications and deletions of Board Rules may address the full Board at the time of the Public Hearing when the proposed Board Rule is taken for action. Such persons should make themselves known to the Board at such time and will be allowed to speak for up to three (3) minutes unless extended by the Board Chair.
3. All legal issues should be brought to the attention of the Administration Support Manager within the Office of the College President and an attempt will be made to resolve them prior to the Public Hearing.

#### C. Public Comment and the Orderly Conduct of the Meeting:

1. Members of the public wishing to speak shall be advised to make their public comment concise and to the point, identifying the decision or proposal which is the subject of the comment and presenting any information they wish the Board to consider. All remarks should be addressed to the Board as a body and not to any one member.
2. Any person who becomes disorderly or who fails to confine remarks to the identified subject shall be cautioned by the Board Chair and given the opportunity to conclude their remarks in a courteous manner, mindful of the established time limits. If an individual is declared out of order by the Board Chair, that person may be requested to leave the podium.
3. No signs, placards or banners will be allowed in the Board Meeting. Disrespectful behavior or distractions such as clapping, cheering, heckling and outbursts in support or opposition to a speaker's comments, is discouraged and may subject a person to a warning by the Board Chair, as well as expulsion from the meeting should the behavior continue and the warning of the Board Chair remain unheeded.



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REFERENCES: F.S. 286.011, 286.0114, 1001.64, 1001.65

Adopted Date: December 16, 2014

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