1. Procedure to Facilitate Public Comment

* 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 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 Office of the College President – Administrative Support Manager prior to the day of the Board Meeting or at the sign-up location at the location 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 need not occur at the same meeting at which the Board takes official action on the proposition if the opportunity occurs during the Board’s decision making process 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 comments or discussion not related 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:
		1. Meetings exempt from s. 286.011;
		2. Emergency meetings where decisions are determined to affect the public health, welfare or safety, if compliance would cause an unreasonable delay;
		3. Ministerial acts of the Board, including, but not limited to approval of minutes and ceremonial proclamations;
		4. 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
		5. Meetings at which the Board is acting in a quasi-judicial capacity.

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

1. 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.

* 1. 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 his or her remarks in a courteous manner, mindful of the established time limits. If an individual is declared out of order by the Chair, that person may be requested to leave the podium.
	2. 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 warning by the Chair, as well as expulsion from the meeting should the behavior continue and the warning of the Chair remain unheeded.