

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

**GUIDELINES FOR PUBLIC COMMENT
AT BOARD MEETING**

POLICY 1125
ADOPTED: 05/22/90
AMENDED: 05/21/91
AMENDED: 12/17/91
AMENDED: 09/28/99
AMENDED: 11/20/01
AMENDED: 12/20/16

Public comment request forms will be available one hour prior to the meeting at the 'sign in' table outside of the meeting room. Each citizen must fully and accurately complete all information indicated on the forms as a condition of addressing the Board. Failure to do so shall constitute a full waiver of the request and the citizen shall neither be recognized nor allowed to address the Board unless and until the form is fully and accurately completed. The citizens should indicate on the appropriate speaker request form, the subject matter on the agenda, or other matter, which they wish to address. At the same time, any written materials the speaker desires disseminated to the Board will be included with the completed speaker request form prior to the beginning of the Board meeting. Citizens will be called in the order in which they have signed in and/or according to subject matter.

The Chair will recognize each speaker who will then address the Board. Citizens will be recognized if they have submitted proper request form which will be given to the Chair at the start of the Board meeting.

In order to allow as many speakers as possible access to the Board, and to allow the Board to conduct business in a timely fashion, a limit of three minutes will be allowed each speaker who will be recognized to speak only once. In order to insure civility and decorum, the recognized speaker will address the Chair and members of the Board who will not engage in dialogue with individual speakers. If individual Board members have questions they wish to have addressed by the speaker, they can direct those questions through the Chair.

At each regular and special meeting which is open to the public, members of the public and employees of the community college district shall be afforded time, subject to guidelines herein, to address the Board.