

Middle Tennessee State University

Board of Trustees Policy

Requests to Address Board of Trustees

Section 1.

During each regularly held meeting of the Middle Tennessee State University Board of Trustees (Board), the Board will provide an opportunity for members of the public to address the Board. (See Board Bylaws 8.d.4). This policy sets forth the procedure for requesting and conducting such presentations.

Section 2. Procedure for Requests

Requests to address the Board must be submitted to the Secretary of the Board and be received at least fourteen (14) days prior to the scheduled meeting of the Board. The request must include the requestor's contact information and the issue to be addressed. Any written materials that the requestor wishes to provide to the Board or utilize during their presentation must be submitted with their request to address the Board.

The request will be discussed between the Chair and the President and, at least three (3) business days in advance of the meeting, the Secretary will either notify the requester that the request has been approved or provide written reasons for the denial of the request.

Section 3. Permissible Subjects

Individuals may speak about items on the Board meeting agenda or other issues germane to the responsibility of the Board. Meeting agendas are posted on the Board website prior to each meeting.

This policy shall not apply to any matter for which state law mandates specific public comment requirements, such as T.C.A. § 49-7-1603 (relating to comments on increases of tuition and fees) and T.C.A. § 4-5-201 *et seq.* (relating to public hearings on University rules). In addition, the Board will not hear speakers on the following topics: grievances or appeals to individual students or employees; pending or threatened litigation involving the University or University officials; the employment status of any specific individual; statements concerning the private activities, lifestyles, or beliefs of any individuals; proposals or bids for contracts.

Section 4. Time Allocation

- 4.1** A cumulative maximum of thirty (30) minutes will be allocated during each regular Board Meeting for individuals to address the Board.
- 4.2** Each speaker will be permitted to speak for a maximum of five (5) minutes. Time will be allocated to speakers in the order in which their requests are received.
- 4.3** Exceptions to these time periods will only be allowed at the discretion of the Board Chair.

- 4.4 Speakers may not combine their five (5) minute allotment with another speaker and may not give any part of their time to another person.

Section 5. Other Terms and Conditions

- 5.1 Only one (1) speaker will be permitted to speak at a time.
- 5.2 The Board Chair will designate the order in which speakers will address the Board.
- 5.3 Speakers will not be permitted to use audio/visual equipment during their remarks.
- 5.4 After consultation with the President and the Chair, and at least forty-eight (48) hours in advance of the Board meeting, the Board Secretary will distribute any written materials provided by the speaker to the Trustees.
- 5.5 Presentations to the Board are limited to informational matters only. The Board will not take any action during the public comment session. The speaker is not permitted to make a motion or request Board action during their presentation. The Chair, at his/her discretion, may refer a matter raised during the presentation session to the President for appropriate response, or may refer the matter for consideration at a subsequent Board or Committee meeting. The Chair may also request or permit comment by members of the University administration.

Effective Date:

Revisions: None.