

Procedure Manual



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I. Guidelines for Submitting a Request to Address the Board

- A. Any person seeking permission to address the District Board of Trustees at a Board meeting must submit a written request to the Board Clerk on or before the day of the meeting using the "Speaker's Request Form." The written request will not be accepted after the Chairperson of the Board has called the meeting to order.

The form shall require the following information:

1. Name, home and business addresses, telephone/fax numbers, and the e-mail address of the individual desiring to appear;
2. Organization(s) or person(s) represented;
3. Acknowledgement if the person seeking permission to address the District Board of Trustees is registered as a lobbyist;
4. Agenda item for which the Board shall take action on that the individual desires to address; and
5. Board action requested, if any.

II. Disposition of Requests to Address the Board

- A. Requests to Address the Board shall be evaluated by the Chairperson of the Board who in his/her sole discretion shall determine whether to allow the public comment. In reaching a decision, the number of requests to address the Board and whether the interests of the community and/or the College would be served by the Board's consideration of the matter shall be among the determining factors. The Chairperson may consider other relevant factors.
- B. Unless required by applicable law, a request to address the Board shall not be granted with respect to any matter upon which the applicable internal appeal or grievance process provided by College policy specifies that a decision-maker other than the Board (e.g., the President, a Senior Vice President, Vice President, Campus President, or any other decision-maker) shall make the final decision.

In particular, appearances/hearings before the Board with respect to personnel issues will be granted only as specified by College policy or as required by applicable law. Such appearances shall be limited to only the individual employee and his/her representative, unless otherwise provided by law. College employees must utilize and exhaust all appropriate internal

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administrative channels and all applicable internal appeal or grievance processes before requesting an appearance before the Board to discuss an internal appeal or grievance. The public should also utilize and exhaust appropriate administrative channels before requesting an appearance before the Board.

III. General Procedures Governing Appearances

- A. An individual or group scheduled to address the Board shall be allotted five (5) minutes to make the oral presentation to the Board on the agenda item for which the Request was granted unless otherwise provided for by the Chairperson of the Board. If the oral presentation is being made by more than one individual, the five minute presentation must be divided among the group. The Board reserves the right to limit the number of individuals or groups who may address each Board item. Appearances are limited to matters on the agenda for which the Request to address the Board was specifically granted. Persons who believe that they will not have adequate oral presentation time may submit additional information in writing at the beginning of the presentation. Ten legible copies of all such written information must be provided and will become property of Broward College.
- B. At the appropriate time, those scheduled to speak shall be called by the Chairperson of the Board. Each individual shall state for the record: his/her name, home or business address, organization(s) or person(s) represented (if any) and whether he/she is being compensated for the appearance.

IV. Exceptions

- A. By majority vote, the Board may, upon its own motion or upon a showing of good cause by the individual desiring to appear, waive any of the provisions of Sections I, II or III.
- B. Rulemaking Proceedings: This policy does not apply to or restrict the right of affected persons to address the Board regarding the adoption, amendment or repeal of any rule during the public hearing portion of official Board meetings.
- C. Appearances by Invitation: This policy does not apply to individuals who address the Board at the invitation or request of the Board or the College President. The individual presiding over the Board meeting may establish appropriate requirements regarding such appearances.

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