

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Public Comment at Board Meetings	<u>Number</u> 6Hx20-1.040
Legal Authority:	s. 286.0114, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 286.0114, Fla. Stat.	Page 1 of 2

Pursuant to s. 286.0114, Fla. Stat., members of the public shall be given a reasonable opportunity to be heard on any proposition coming before the Board of Trustees. In order to maintain orderly conduct and proper decorum during Board meetings, the Board adopts the following guidelines to accommodate speakers.

**I. Sign In Sheets**

Any member of the public who desires to be heard on a proposition coming before the Board shall complete a form to be provided by Pensacola State College and made available prior to the beginning of the meeting at a table designated for that purpose. The speaker will provide his or her name, the name of any person, group, or entity on whose behalf the speaker is speaking, the specific proposition on the agenda which the speaker intends to address, and whether the speaker supports, opposes, or is neutral regarding the proposition.

**II. Public Comment Time; Order of Speakers**

A time for public comment will be placed on the Board agenda at the beginning of every meeting. The forms submitted by speakers will be collected prior to the beginning of each meeting and be given to the Board Chair. Speakers will generally be heard in the order the forms are collected, but the Board Chair shall have the authority to arrange the order of speakers in any manner deemed appropriate for the orderly conduct of the meeting. Speakers will be limited to the public comment time specified on the Board agenda, and extemporaneous comments by the public shall not be permitted during other portions of the meeting.

**III. Multiple Speakers**

In the event that multiple representatives of a group or faction desire to address the Board on the same topic at a meeting where a large number of individuals wish to be heard, the Board Chair may ask the primary representative of the group or faction to designate a maximum of three individuals to speak on behalf of all members. In the event there is no primary representative and the members of the group or faction cannot agree among themselves who shall be the designated speakers, the Board Chair shall select three members at random and limit comment by the members of the group or faction to the three individuals selected.

**IV. Time Limit**

Speakers during the public comment portion of the Board meeting shall be limited to a maximum time of three minutes each. The Board Chair may serve as timekeeper or designate another person to do so.


**V. Exceptions**

The Board may take action without allowing public comment for any mater related to:

- A. An emergency situation affecting the public health, welfare, or safety, if allowing public comment would cause unreasonable delay in the ability of the Board to act;
- B. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
- C. A meeting that is exempt from Section 286.011, Florida Statutes; or
- D. A meeting during which the Board is acting in a quasi-judicial capacity.

**VI. Scope**

This policy shall apply only to the right of the public to be heard on propositions pending before the Board. If a member of the public desires to present a new request, problem, or proposal to the Board which is not already before it for consideration, the provisions of Policy 6Hx20-1.002 shall apply, and such matter shall be presented in writing to the President not later than ten (10) days prior to the regular Board meeting date at which the person desires to be heard.

History:	Adopted 10/22/13.
President's Signature: 	Date: 02/21/2017