



UNIVERSITY OF CENTRAL FLORIDA

PROCEDURES

Summary

In accordance with the UCF Academic Health, Inc. Board’s Second Amended and Restated Bylaws, this form must be received at least **twenty-four hours** prior to the commencement of the meeting at which comment is sought to be made.

Electronic submissions should be emailed to Paula.Sagarino@ucf.edu.

UCF Academic Health, Inc. Bylaws, Section 9: Public Comment

To the extent required by law or permitted by the Chair, individuals who desire to appear before the Board or any Committee regarding an item being considered must submit their requests in writing to the email address noted above in advance, specifying the agenda item about which they wish to speak. Public comment will be limited to three minutes per person.

Protocol:

- Per the the UCF Academic Health Board’s Bylaws, the Board reserves fifteen minutes for public comments. Each speaker shall be allotted up to three minutes to present information, unless modified to allow all requests to be heard.
- Public comment speakers will be asked to speak in the order in which the forms were received.
- The Board may decline to hear any matter determined not to relate to a particular action item or that is outside the Board’s jurisdiction.
- Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the Board Office at least 24 hours before the meeting by contacting Paula.Sagarino@ucf.edu.

By signing this document, I acknowledge the following:

- I will be making a statement and will not expect a response or dialogue from any Board member.
- I understand that I will be given up to three minutes to speak and must end my statement when instructed to do so. Time may be reduced based on the number of public comments received.
- I understand I must be present when my name is called and will only give my statement when instructed to do so. If not present, I forgo my opportunity to address the Board at this meeting.
- Speakers with comments related to board actions under consideration will be called upon to speak first and in the order in which their forms were received. All other requests may be considered thereafter in the order they were received and as time allows.

Full Name (Printed) _____ Date of Board Meeting _____

_____ I plan to make my comment via phone. (Phone number): _____

_____ I plan to make my comment in person.

Topic of comment / related agenda item: _____

Signature: _____