



## PROCEDURES

### Summary

In accordance with the UCF Convocation Corporation (UCFCC) Board’s Fifth 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 [DSOOffice@ucf.edu](mailto:DSOOffice@ucf.edu)

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### UCF Convocation Corporation 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 address or email address noted on the Public Comments Request Form located on the Corporation’s website. Requests will be made no less than twenty-four hours in advance, specifying the agenda item about which they wish to speak. This applies to meetings held virtually or by teleconference. Organizations, groups, or factions wishing to address the board will designate a single representative to speak on its behalf to ensure an orderly presentation to the board. Public comments will be limited to three minutes per person.

#### Protocol:

- Per the UCFCC 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 72 hours before the meeting by contacting the [DSOOffice@ucf.edu](mailto:DSOOffice@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: \_\_\_\_\_