

USF Institute of Applied Engineering (IAE)

Policy Number: 200-01	Supersedes: New
Approval: USF IAE BOD 11/6/2018	Subject: Public Appearance Before the IAE Board of Directors
Effective date: 11/6/2018	

I. PURPOSE

Members of the public are invited to address the IAE Board of Directors whenever the Board or any of its Committees meets in open session in accordance with the guidelines below. In addition, written communications to the Board are always welcome.

II. POLICY

- A. Individuals or representatives of groups, who desire to appear before the Board to comment on an agenda item prior to the Board taking action on the agenda item, must submit written requests to comment to the Office of the USF Institute of Applied Engineering, 4202 East Fowler Avenue, ENB 118, Tampa, Florida 33620.
- B. The request to comment should specify: (1) the agenda item upon which the requester wishes to comment; and (2) whether the comment will be offered in support, opposition or neutrality to the agenda item. Such a request, along with any supporting documentation, must be submitted at least three (3) business days (i.e. Monday-Friday excluding legal holidays) prior to the start of the Board meeting in which the agenda item will be considered.
- C. Comments shall be heard at Board meetings; however, the Chief Executive Officer in consultation with the Board Chairperson, will determine whether the item will be heard and when it will be heard. As permitted by Section 286.0114 Florida Statutes the Board Chair may decline to hear any matter as well as any matter determined by the Chief Executive Officer and Chairperson not to relate to a particular agenda item or that is outside the Board's jurisdiction, or because it is not practicable for a particular meeting.
- D. There will be a three minute time limit on any presentation. The total time allotted for all comments shall not exceed a reasonable period of time of fifteen minutes, unless approved by the Chairperson.
- E. There will be no public debate nor audience response to comments made during this portion of the agenda unless requested by the Board.

- F. In order to proceed with the essential business of the Board in an orderly manner, any individual or group representative who attempts to disrupt a Board meeting will be subject to appropriate action pursuant to law.

Distribution:

1. IAE Board of Directors
2. Staff

Policy Owner: This policy was developed by the IAE Executive Director. Any questions regarding this policy should be directed to 813-974-6557.