POLICY FOR PUBLIC COMMENTS AT COT MEETINGS

NAME: Public Comments at Council of Trustees’ Meetings
ISSUING DEPARTMENT: Council of Trustees
ISSUED DATE: January 5, 2006
REVIEWED DATE: May 28, 2014
APPROVING AUTHORITY: Council of Trustees – May 28, 2014
DATE REVISED: May 28, 2014

DEFINITION OF POLICY/PROCEDURE
The Council of Trustees of Mansfield University welcomes comments from students, staff, faculty and members of the general public. Accordingly, it sets aside time at each of its meetings to receive such comments. The purpose of this policy is to articulate the procedures to assure that comments may be received in a fair and orderly manner.

The Period of Public Comment is a time for the Council to receive comments, not for the Council to answer questions or enter into debate. However, the Council reserves the right to respond to comments either at the time they are offered or at a later date.

Comments are to be addressed only to the Council of Trustees. Comments intended for University administrators may be directed to them at any time during normal working hours.

PURPOSE
The purpose of this policy is to have a clear process for comments from the public, permitted by the Council of Trustees during their regularly scheduled meetings.

SCOPE
This policy concerns all those attending the Council of Trustees meetings with the exception of members of the Council.

FORMS
No form necessary.

RESPONSIBILITY
President’s Office

(continued)
PROCEDURE
1. The Council sets aside, during regularly scheduled meetings, a period for public comments not to exceed 30 minutes: if 30 minutes is not needed, the Council will move to the next item on the agenda. The Council may extend this period by majority vote at any meeting.
2. Persons wishing to make comments may express their wish to do so in three ways:
   a. By notifying the Recording Secretary in writing prior to the meeting.
   b. By placing their names on a list maintained by the Recording Secretary at the meeting prior to the start of the meeting.
   c. By being asked to be recognized during the Public Comment portion of the meeting by the Chair of the Council.
   Individuals will be heard in the order in which they signed up to comment until the 30 minutes has expired. Speakers not heard will be given priority at the next meeting of the Council.
3. Each speaker shall have a maximum of five (5) minutes. Speakers may supplement oral statements with written statements as to more efficiently use their time.
4. Each speaker will give his/her name and address which will be recorded in the Council Minutes.
5. Any Council Member has the right to respond to a speaker.
6. Any Council Member has the right to request that an administrator respond to the speaker by requesting to be recognized by the Chair.
7. The Council reserves the right to modify the agenda of the meeting to address issues raised during the period of public comment.

DISTRIBUTION
President’s office will update the Council of Trustees’ web page and will maintain any changes to the policy/procedure. MU Policies/Procedures Directory will be linked to the President’s web page.