

Palm Beach State College

Board Policy

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| TITLE | Presentation of a Subject before the District Board of Trustees - Procedure | NUMBER 6Hx-18-1.06 |
| LEGAL AUTHORITY | 1001.61 FS, 120.57 FS | PAGE 1 of 1 |
| DATE ADOPTED/AMENDED | Readopted 2/27/1975; Amended 6/22/1975, 6/17/1981, 6/19/2001 | |

Policy:

At least ten days prior to a meeting, any person or group wishing to address the District Board of Trustees shall file with the president a written request to be placed on the agenda. This request shall contain the following information:

1. Name and address of person making the request
2. Organization or group represented, if any
3. Content of the information to be presented. (If written material is to be passed out, a copy of such must accompany the request.)
4. Specific questions to be asked, or specific statement of action desired by the District Board of Trustees
5. If any statements or charges are to be presented which might be considered derogatory or of a serious nature, such must be specifically stated and presented in affidavit form.

The president shall answer in writing any person or group making such a request and shall give information as to the date of the meeting at which presentation may be made and its assigned place on the agenda. In the event the agenda for the next ensuing meeting is unduly long, the president shall place in order of time the presentation request for the following meeting. If a question should arise in regard to the granting of a request, the president and chairperson of the District Board of Trustees shall confer and the chairperson shall make a decision. In no event shall any request be postponed for longer than two regular meetings.

The president shall furnish a verbatim copy of such request to each Board member with sufficient time prior to the meeting so that he/she shall have ample opportunity to study the matter.