

Western Michigan University
Board of Trustees



Request to Make Public Comment

**Return the completed form to the Secretary of the Board of Trustees prior to the start of the meeting.*

Date of Formal Session: _____

Name of Speaker (please print): _____

Email Address (for any follow up): _____

Designate One: Agenda Action Item _____ General Public Comment _____

For Public Comments on agenda Action Items:

Specify agenda Action Item: _____

Note: Speakers are provided up to 3 minutes each with a total of 15 minutes allotted for public comment regarding any one agenda Action Item.

For General Public Comments on Non-Action Items:

Specify Comment Topic: _____

Note: Speakers are provided up to 3 minutes each with a total of 30 minutes allotted for General Public Comment.

REMINDERS:

- In order to allow more people to address the Board, and except as otherwise provided for in these procedures or allowed by the Board Chair, Public Comments are up to 3 minutes each. In addition, the number of speakers sharing the same topic may be limited to allow for all requested topics to be addressed within the 30-minute time period.
- Speakers will be prompted when they have 30 seconds left to speak and when their time is up.
- Since time allotted for public comment may not allow for all persons to speak, requests will generally be accommodated on a first-received basis.
- Generally, you may not give any of your comment time to someone else. Exceptions may be made by the Chair in compelling circumstances, such as to accommodate a special need or if the requester needs to leave the formal session before the Board hears public comments on non-action items.
- Presidents of, or designee for, the University's collective bargaining units, Administrative Professional Association, and Professional Staff Organization, who have submitted requests 24 hours in advance to address the Board will be heard first within the respective time period allotted for agenda Action Items and/or General Public Comments and have up to 5 minutes.

Please note the Board welcomes public input. In the event time has run out for public comments and you are unable to address the Board during formal session, you may write down your comments and provide them to the Secretary of the Board of Trustees. The written comments will be forwarded to the Trustees following the formal session.