

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 after the formal session.

**REQUEST TO MAKE A PUBLIC COMMENT DURING FORMAL SESSION OF
THE WESTERN MICHIGAN UNIVERSITY BOARD OF TRUSTEES**

Date received: _____ Time received: _____ *(Leave blank: Will be filled in by WMU)*

Date of Formal Session: _____, 20 _____

PRINTED NAME OF SPEAKER:

ADDRESS *(for any follow up communications)*

If president or alternate of a WMU collective bargaining unit, APA, or PSSO, please specify which unit or employee group.

(Note: Maximum of 5 minutes to speak if request has been submitted 24 hours in advance of the formal session.)

Collective Bargaining Unit or Employee Group

REMINDERS: Except as provided otherwise in the Procedures for Addressing the Board of Trustees, in order to allow more people to address the Board:

- Individual presentations except as noted above or in the Procedures for Addressing the Board of Trustees are limited to three (3) minutes each.
- 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 who wish to speak, requests will generally be accommodated on a first-received basis.