

Herkimer County Community College Board Policy

TITLE: Public Comment

POLICY #: CR 03-14

DATE OF BOARD OF TRUSTEES APPROVAL: February 19, 2004

RESOLUTION #: 03-14, 17-11

POLICY STATEMENT:

The Board of Trustees will designate up to a total time of 30 minutes (up to five minutes per speaker) at the beginning of each scheduled meeting for public comment. Those interested in addressing the Board of Trustees must complete a Request for Public Comment form. The form may be obtained from the College's website or the College President's secretary and must be returned to the College President's secretary at least 48 hours prior to the date of the board meeting. The Chairperson of the Board of Trustees shall specify the portion of the thirty-minute comment period given to individual speakers.

BACKGROUND:

At a prior Board of Trustees meeting, a decision was made to develop a procedure and guidelines on how to best handle public requests to address the Board of Trustees on particular issues. The Chair of the Board of Trustees and the Assistant to the President developed the guidelines and the procedure was put into practice. Supporting materials are on file in the Assistant to the President's office.

The original policy was updated to provide specifics regarding the amount of time allowed for public comment, the name and location of the request form, and to identify a 48-hour timeframe prior to a meeting to return the form.

Revised: 3/21/2018