



# Policy

## UNIVERSITY POLICY BOT-12.03-04/26

**TO:** The University of West Florida Community

**FROM:** President Manny Diaz, Jr.

**SUBJECT:** Board of Trustees Public Comment

**RESPONSIBLE OFFICE:** Board of Trustees

### **I. Purpose:**

To establish a policy concerning public comment at public meetings of the University of West Florida Board of Trustees (BOT).

### **II. Policy:**

In accordance with Section 286.0114, Fla. Stat., this policy establishes a reasonable opportunity for the public to be heard on a proposition before the BOT. The opportunity to be heard need not occur at the same meeting at which the BOT takes official action on the proposition as long as the opportunity exists during the decision-making process and is within reasonable proximity in time before the meeting at which the BOT takes official action.

These requirements do not apply to emergency actions affecting the public health, safety, or welfare if compliance with the requirements would cause an unreasonable delay in the ability of the BOT to act or when exemptions are allowed by law.

#### **A. Chair Authority**

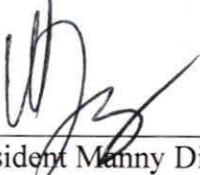
1. To encourage public participation, a public comment period will be held at the beginning of each meeting session, providing members of the public an opportunity to address the full board and any committees scheduled to meet during that session.
2. The BOT will limit public comment to the proposition on the agenda and before the BOT at that time or will hold a public forum for agenda items in advance of the official decision by the BOT.
3. The BOT also may allow public comment during a meeting for the public to provide comments on matters not noticed on the agenda before addressing agenda items.

4. Individual speakers will be limited to three minutes unless, in the Chair's absolute discretion, it is necessary and appropriate to reduce each speaker's time to two minutes due to the number of persons that intend to speak on that topic or agenda item.
5. The total time allotted for public comment in any meeting may be limited if the Chair determines that a time limit is necessary due to the amount of registered speakers.
6. The Chair may limit the number of speakers on the same topic or require a group to designate a representative to speak on their behalf, but that does not require the BOT to allot additional time to the spokesperson.
7. Members of the public who wish to comment for in-person meetings must appear in-person at the location specified in the meeting Public Notice. Out of town speakers can provide written public comments in advance of the meeting to be disseminated to the BOT.
8. The BOT is not required to respond to comments.
9. The BOT may institute other parameters as required and applicable by Florida law.

**B. Procedures for Speakers**

1. Members of the public must submit a written form to the BOT administration liaison 24 hours in advance of virtual meetings and at least 15 minutes prior to the beginning of the call to order at an in-person meeting.
2. Speakers are required to provide their name, address, and relationship to the University for the record.
3. Individuals must address their comments to the BOT only.
4. All speakers should be tasteful, truthful, and concise.
5. Individuals can waive comment in support, opposition, or neutrality when their name is called by the Chair.

**Approved by the Board of Trustees:** April 23, 2026

  
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President Manny Diaz, Jr.

**Authority:** §286.0114, Fla. Stat.

**Cross Ref.:**

**History:** Established September 2013; revised September 2023, and April 2026

**Last Review:** April 2026