



UNIVERSITY OF CENTRAL FLORIDA

Direct Support Organizations Public Comment Request Form

This form must be received at least twenty-four hours prior to the commencement of the meeting at which comment is sought to be made.

Electronic submissions should be emailed to admfin.ucf.edu.

Procedures for Appearance Before the DSO Board of Directors:

Individuals, groups or factions who wish to appear before the Board to comment on a subject pending before the Board must complete a public comment form specifying the matter upon which they desire to be heard. Public comment forms are available from the Board website and must be submitted **twenty-four hours prior to the commencement of the meeting.** This also applies to meetings held virtual or telephonically. Organizations, groups, or factions wishing to address the Board shall designate a single representative to speak on its behalf to ensure orderly presentation to the Board. The Board will reserve no more than fifteen minutes for public comments. Each speaker shall be allotted three minutes to present information unless modified by the Board chair.

Protocol:

- Public comment speakers will be asked to speak in the order by which the forms were received.
- Public comment speakers wishing to make their comment by phone must call in 15 minutes prior to the start of the meeting. You will be called upon to make your statement toward the end of the meeting.

By signing this document, I acknowledge the following:

- I will be making a statement and will not expect a response or dialogue by any Board member.
- I understand that I will be given up to **three minutes** to speak and must end my statement when instructed to do so.
- I will only give my statement once my name is called.

Name of the DSO Board _____ Date of Board Meeting: _____

Full name (printed): _____

_____ I plan to make my comment via phone. (Phone number): _____

_____ I plan to make my comment in person.

Topic of comment: _____

Signature: _____