

Board Guidelines for Public Comment During UCAS Board of Trustees Meetings

Board of Trustees Guidelines for Public Comment during Board Meetings

The UCAS Board of Trustees welcomes public comment during most regular meetings and public hearings. Generally, Board members do not respond to public comment during the meeting or hearing. Board of Trustees members will work to be available to meet with members of the public by appointment as necessary. In addition, the Board members review letters and emails sent to the Board.

Time – Each speaker may speak for up to three minutes. The Board generally allows up to 5 minutes for public comment on items at the beginning of their meetings. If there are a large number of speakers, the Board may limit the total time for comment and/or may reduce the time allotted for each speaker.

Topics – Speakers may address an item on a Board agenda or may address an item not on the agenda during a portion of the meeting that may be provided for public comment. All comments should address a matter related to the Utah County Academy of Sciences. The Board will not hear public comment that involves a complaint about an individual staff member, a personnel action, a student disciplinary matter, a complaint about an individual student, or pending litigation. Reports of this nature should be submitted in writing to the UCAS Principal or Board President for their review.

Decorum – The Board expects that each speaker will be courteous, modeling for our students how one can respectfully disagree with others' views. Speakers will address their comments to the entire Board and not to one individual Board member, nor to the Principal, to a staff member, nor to the audience. Speakers will not engage in personal attacks.

Written Comments – If a speaker would like to include written comments to the Board of Trustees, 12 copies should be provided to the Board secretary before the meeting or as the speaker approaches the podium to speak.

Board Action – The Board of Trustees will rarely take action on any item during the first reading. The Board will not take action on non-agenda items raised during the public comment. The Board may decide to request a study from the school administration, organize a committee to review the item, do nothing, or place it on a later agenda.