




Procedure: Public Comment at Lincoln University Board of Trustees Meetings
Effective Date: September 1, 2017
Revisions: January 14, 2019
Posted Date: January 15, 2019
Approved by: Theresa Braswell, Chair 
Board of Trustees

I. Overview

The Board of Trustees of Lincoln University of the Commonwealth System of Higher Education is interested in the concerns of all stakeholders and welcomes input on the issues facing the Lincoln community. To provide for an effective, orderly airing of opinion, certain rules have been put in place so that stakeholders may make their views known. The following information summarizes these procedures. For more information, contact the Board office at 484-365-8107.

II. Purpose and Schedule

The purpose of the Board meeting is to take formal action on issues affecting Lincoln University. The Board of Trustees meets quarterly during each academic year in the boardroom located on the second floor of the International Cultural Center on the campus of Lincoln University, 1570 Baltimore Pike, Lincoln University, PA 19352.

A. Regular Meetings

Regular meetings of the Board of Trustees are held on the third Saturday in September, November and February. Should the third Saturday in February fall on the President's Day weekend, the regular meeting shall automatically be rescheduled to the second Saturday in February.

B. Annual Meeting

The Annual Meeting of the Board of Trustees is held on the third Saturday in April. Should the third Saturday in April fall on Easter weekend, the Annual Meeting shall automatically be rescheduled to the second Saturday in April.

III. Order of Business

A. Agenda

An agenda is prepared prior to each Board meeting and will be available to the public on the day of each Board meeting.

B. Meeting Procedures (subject to change)

Procedures for meetings of the Board of Trustees is as follows:

- **Call to Order**
- **Prayer**
- **Roll Call**
- **Approval of Minutes**
- **Presentations**
- **Public Comment** (see Section IV below)
- **Chair Report**
- **President Report**
- **Treasurer Report**
- **Standing Committees** – Action Items
- **Consent Agenda** – Board Committee Reports
- **New Business**
- **Executive Session** (Closed) - when necessary
- **Adjournment**

The Board may occasionally deviate from the outlined procedures but failure to strictly observe these rules will not affect the jurisdiction of the Board or invalidate any action taken at a meeting that is otherwise held in conformity with the law.

IV. Public Comment Registration Process

- Registration and Confirmation - Individuals or groups wishing to address the Board regarding an issue must complete the Registration Form and fax it to the Board office at 484.365.7150. The Board office will forward each completed registration form to the Board Chair for review to approve or deny the request.
- Upon receipt, the Board office will notify the registrant via email of the decision of the Board Chair.
- If approved, the registrant will have an opportunity to address the Board during the public comment portion of the Board meeting utilizing the Guidelines for Speakers (Section V).

V. Guidelines for Speakers

Obtaining comments from the public is a vital necessity of Board governance. The Board is interested in hearing what you have to say, and will carefully consider your input. Speakers are asked to adhere to the following:

A. Addressing the Board of Trustees

- speak from the podium in the boardroom in a normal voice and relax. Speakers with physical challenges may request the use of a portable microphone.
- wait for the Board Chair to recognize you then approach the podium;
- from the podium, address the Board as “Madam Chair and Members of the Board.”
- state your name and address for the record and indicate if you are representing a group or an organization;
- make a concise statement of the matter you wish to bring to the Board;
- limit remarks to the topic for which you signed up to speak. If you stray into other areas, you may be ruled out of order.
- limit comments to three minutes;
- do not attempt to establish a dialogue with Board members during public comment (see Item C below);
- refrain from using this time for campaign purposes or to make budget requests;
- refrain from making personal verbal attacks on members of the Board or other stakeholders, as well as using vulgar language during remarks.

B. Groups and Organizations

If a group wishes to address the Board:

- the group spokesperson must have the authority to speak for the organization;
- the spokesperson must adhere to the Guidelines for Speakers;
- the total group presentation to the Board must be limited to five (5) minutes.

C. Establishing a Dialogue with Board Members

- During public comment: The Board of Trustees will not engage the speaker in a discussion of the presented information. The Board will take the presented information under advisement, but will not discuss the matter. Individuals who wish to establish a direct dialogue with Trustees, must direct questions outside of formal Board meetings.
- Outside a Board Meeting: Stakeholders are encouraged to communicate their questions and concerns to the Board of Trustees. Individuals may submit general questions and comments to the Board office.
- Questions and comments will be directed to the appropriate official or staff person who will provide a response as timely as possible, generally within 24-48 hours.

VI. Options of the Board Chair

The Board Chair may:

- interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant
- request any individual to leave the meeting when the person does not observe reasonable decorum
- request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting
- call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting
- waive these rules with the approval of the Board
- respond directly to questions, refer questions to the appropriate person or have them answered in a timely manner
- recall any speaker during its deliberations on an issue if there are questions or a need for clarification.

VII. Conclusion

This information is intended to provide helpful information to make your concerns known to the Board of Trustees of Lincoln University of the Commonwealth System of Higher Education. We value your input, and hope to provide responsive, caring, cost-effective service in partnership with the Lincoln University community.



Lincoln University
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484-365-8107 phone
484-365-7150 fax

REQUEST TO ADDRESS THE BOARD OF TRUSTEES

The Board meeting agenda includes the opportunity for public comment at scheduled meetings of the Lincoln University Board of Trustees with prior approval of the Board Chair.

To request the opportunity for public comment at the next scheduled Board meeting, individuals must register in advance by returning the completed Registration Form to the Board office via fax to 484.365.7150. The registration process must be completed by 4PM on Friday, eight (8) calendar days prior to the date of the next scheduled Board meeting. **Registration requests that have not been approved by this time may be considered for the Board meeting following the meeting date requested.**

Requests will be reviewed on a first come, first serve basis and approved at the discretion of the Board Chair.

The subject matter of public comment shall be limited to matters of public concern. The Board Chair may terminate a speaker's comments at any point, at his or her discretion, if such comments do not reasonably focus on matters of public concern or do not follow meeting decorum. An individual who registered to speak cannot give his/her time to another individual. All speakers will be required to give their names and addresses.

Meeting Date			
Name			
Affiliation			
Mailing Address			
City, State, Zip Code		Materials attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Email Address		Telephone:	
Topic Description			

For Board Office Use Only:

Receipt Order Number	Date Request Received	Date Approved	Date Denied