



**APPEARANCES BEFORE THE BOARD OF TRUSTEES**

Responsible Official:  
**Secretary of the Board of Trustees**

Responsible Office:  
**Board of Trustees**

**Policy Purpose**

This policy specifies a standard process for members of the University community and the general public to address the Board of Trustees (Board) during full Board meetings.

**Policy Statement**

In accordance with the Tennessee Open Meetings Act, the ETSU Board of Trustees (Board) provides the opportunity for members of the University community and the general public to address the Board on matters germane to actionable items listed on full Board meeting agendas. A portion of public full Board meetings will be reserved for individuals who wish to address the Board.

- This policy does not apply to full Board meetings for which there are no actionable items on the agenda.
- This policy does not apply to committee meetings.
- This policy does not apply to a Board meeting, or a portion thereof, wherein a disciplinary hearing, grievance, or appeal is being conducted for a person or persons subject to the Board's jurisdiction.
- This policy does not apply to: pending or threatened litigation involving the University or University officials; the employment status of any specific individual; statements concerning the private activities, lifestyles or beliefs of any individuals; and/or proposals or bids for contracts.

Authority: T.C.A. § 49-8-203, T.C.A. § 8-44-108, and T.C.A. § 8-44-113

Previous Policy: Appearances Before the Board of Trustees

**Defined Terms**

## Policy History

### Effective Date

- a. Initial: 04/26/2019
- b. Revised: 09/15/2023

## Procedure

### I. Procedures for Addressing the Board

This process provides for reasonable access to the Board of Trustees, while also preserving the Board's orderly business operations.

- A. Individuals desiring to address the Board must preregister by providing the following to the Board Secretary at least 3 days (72 hours) prior to the start of the full board meeting:
  - a. Contact information (Name, Address, Email Address, and Phone Number);
  - b. Your role (Student, Faculty Member, Staff Member, Alum, Member of General Public); and
  - c. The germane actionable agenda item topic for which the individual wishes to provide comment.
  - d. The amount of time you wish to speak. This amount of time must not exceed 3 minutes.
- B. Individuals should provide the above information by emailing [trustees@etsu.edu](mailto:trustees@etsu.edu)
- C. Persons who have preregistered to speak on permissible subjects in compliance with this policy will be scheduled on a "first come, first served" basis until a fifteen (15) minute period has been scheduled, except that no more than two (2) speakers will be scheduled to speak on the same subject. Scheduled speakers who are unable to attend the meeting may not send a substitute.
- D. The Board Secretary will acknowledge receipt of requests and confirm logistical details for the public comment period.
- E. If a full Board meeting is conducted by electronic or virtual means of communication, then an individual who has preregistered and has been confirmed to speak before the Board at that meeting will be permitted to participate or provide comment by electronic or virtual means of communication. The Board Secretary will confirm logistical details

on such occasion.

II. Limitations

- A. A Person addressing the Board will have a maximum of 3 minutes for any comments. Exceptions to this time period will only be allowed at the discretion of the Board Chair at the time of the meeting.

The aggregate time for all public comments at a meeting will not exceed fifteen (15) minutes in total. Exceptions to this time period will only be allowed at the discretion of the Board Chair at the time of the meeting.

- B. Only one (1) individual will be permitted to speak at a time.
- C. Individuals addressing the board are not permitted to use audio and/or visual presentation equipment during their remarks.

**Procedure History**

**Effective Date**

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**Related Form(s)**