

ACC Board of Trustees Rules for Public Comment During Board Meetings

Last revised: December 4, 2018

The Alpena Community College Board of Trustees has adopted the following rules for public participation at Board of Trustees meetings. The agenda for both regular and special meetings includes a designated time for public comment.

1. The public participation portion of the meeting is generally limited to one-half hour, but an exception will be made, if necessary, so that no one's right to address the Board will be denied.
2. In order to maintain a meeting schedule which provides the Board sufficient time to carry out its public responsibilities, the Chair is authorized to place limits on how long a person may speak during the public comments section of the meeting. In general, the time allowed will be 5 minutes per person. However, where there are a large number of people wishing to address the Board, the Chair may implement appropriate measures to maintain a reasonable schedule. Such measures may include one or more of the following:
 - Reducing the time permitted to 3 minutes per person
 - Requesting that persons representing the same viewpoint delegate a person to speak on their behalf
 - Requiring that persons wishing to speak indicate their desire in writing prior to the meeting so that proper time arrangements can be made
 - Extending the public comment section of the meeting

In no event shall the rules be applied in a manner which completely denies a person the right to address the Board.

3. Each person wishing to address the Board of Trustees will be asked to identify him or herself by name and address. If the person is representing an organization or group, the person should indicate whether the comments or presentation represents the official view of the organization or group.
4. If a delegation is present to address the Board, the delegation may be asked to select up to five representatives to speak on its behalf, for a total of not more than 15 minutes. This request, however, does not mean that any person wishing to address the Board will be denied that opportunity.

5. All written statements should be given to the Secretary of the Board of Trustees so that copies may be made available to members of the Board. All written statements and documents presented by an individual or group to the Board of Trustees during the meeting are considered public documents.
6. Individuals addressing the Board should take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against a Board of Trustees member or College employee that disrupt the order of the meeting and are totally unrelated to the manner in which the trustee or employee performs his or her duties.
7. To ensure due process and respect for individual rights, the ACC maintains a formal process for handling complaints against individuals. A problem involving an individual or specific incident is best handled through administrative channels. For assistance, please contact the President's Office.
8. Board of Trustees members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such issues will be referred to the President for investigation, study, and recommendation or designated as future agenda items for Board of Trustees consideration.