



Although public comment and participation is not generally required at public meetings, the Board of Trustees of the University of Oregon (“Board”) believes public comment is an important component of effective governance of the UO. Public comment provides an opportunity for community members and stakeholders to share ideas, information and opinions with the Board. To help promote these goals, public comment should be related to an issue on the Board’s agenda, and not used as a forum for negotiations or questioning individuals.

Standard protocol for public comment during a Board meeting is as outlined below. The Chair of the meeting has the authority to alter this protocol for any given meeting in the interest of time or other management considerations. This outline is meant to inform the public and Chair of a meeting of the standard and protocol for public comment.

- Germaneness**                      Priority in public comment will be given to topics before the Board on the given meeting’s agenda. A Chair may grant an exception to this if no other individual is waiting to comment on an agenda item and if time allows.
  
- Time Allotted**                     Each full board meeting will generally include 30 minutes for public comment. Each committee meeting of the Board – based on overall demands on an agenda – may include 15 minutes for public comment. This time allotment may be adjusted at the discretion of the Chair.
  
- Length of Comments**            Each person providing public comment is generally limited to three minutes. This time may be adjusted at the discretion of the Chair to include a greater number of participants.
  
- Sign-Up Required**                Those wishing to make a public comment at a meeting of the Board or one of its committees shall sign-up and provide their name, their email and phone, the subject matter they wish to discuss, and their relationship with the University (e.g. student, faculty, staff, alumni, other) by: (1) emailing [trustees@uoregon.edu](mailto:trustees@uoregon.edu) at least 24 hours prior to the meeting, (2) submitting a request via the Board website at least 24 hours prior to the meeting; or (3) filling out the sign-up sheet available at the meeting.
  
- Submitted Material**            Individuals wishing to provide written information to the Board may do so by: (1) sending that information electronically to [trustees@uoregon.edu](mailto:trustees@uoregon.edu); (2) bringing 30 copies of the material to the meeting; or, (3) delivering 30 copies of the material to the Office of the Secretary 48 hours before the meeting. The Chair and the Secretary shall determine whether submitted material is appropriate for dissemination to trustees based on the University’s bylaws. Please note that documents provided to the Board are public records, and that material submitted might not be distributed until after the meeting concludes.
  
- Time Management**              It is important to the Board that relevant topics are addressed during the public comment period. The Chair of a meeting may call individuals out of order to ensure that as many relevant viewpoints as possible are heard. The chair of a meeting may ask that groups designate one spokesperson to make comments. Those who sign up and are not called are invited to share their comments via email ([trustees@uoregon.edu](mailto:trustees@uoregon.edu)).