UCF Advancement
UNIVERSITY OF CENTRAL FLORIDA

Mailing address:
UCF Foundation, Inc.
c/o UCF Foundation Board
12424 Research Parkway, Suite 250
Orlando, FL 32826

UCF Foundation Board Meeting
Public Comment Request Form

This form must be received prior to the start of the meeting. Electronic submissions should be emailed to fndboard@ucf.edu.

UCF Foundation Bylaws, Article 2 Section 9: Public Comment

To the extent required by law or permitted by the Chair, individuals who desire to appear before the Board of Directors regarding an item being considered must submit their requests in writing to the address or email address noted in the posted notice for the meeting a minimum of 24-hours in advance, specifying the agenda item about which they wish to speak. Public comment will be limited to three minutes per person.

For meetings held telephonically, public comment forms can be obtained from the Board website and emailed to the Foundation Board Office(fndboard@ucf.edu) **prior to the meeting**. Organizations, groups, or factions wishing to address the Board shall designate a single representative to speak on its behalf to ensure orderly presentation to the Board. The Board will reserve no more than fifteen minutes for public comments. Each speaker shall be allotted three minutes to present information unless modified by the Board Chair.

- Public comment speakers will be asked to speak in the order by which the forms were received.
- Public comment speakers wishing to make their comment by phone must call in 15 minutes prior to the start of the meeting.

By signing this document, I acknowledge the following:

- I will be making a statement and will not expect a response or dialogue by any Board member.
- I understand that I will be given up to **three minutes** to speak and must end my statement when instructed to do so.
- I will only give my statement once my name is called.

Date of Board Meeting:_____

Full name (printed):_____

_____I plan to make my comment via phone. (Phone number):_____

_____I plan to make my comment in person.

Topic of comment:_____

_____

Signature:_____