

## **Speaking before the SPC Board of Trustees at a public meeting**

### **Should you wish to speak to the SPC Board on a specific agenda item:**

- Please advise Ms. Rebecca Turner, Board Clerk, prior to the beginning of the public comment portion of the agenda, of your intent to speak.
- Please fill out a blue registration card and hand it to Ms. Rebecca Turner, located at the staff desk.
- Speakers will be called by name to the podium during the public comment portion of the agenda by the Board Chairman.
- At the podium, please state your name and address for the record, and the Board agenda item you intend to direct your public comment to.
- Speakers will be allotted three (3) minutes for public comments. Board members may ask questions or request clarification.
- Handouts may be entered into the record and distributed to the Trustees and Board Clerk during the presentation or copies can be given to the Board Clerk prior to the meeting for distribution to the Board.
- If any person with a disability requires reasonable accommodation in order to participate, contact Ms. Rebecca Turner, Board Clerk at (727) 341-3241 or e-mail at [turner.rebecca@spcollege.edu](mailto:turner.rebecca@spcollege.edu) or fax a written request to (727) 444-6142.
- Persons are not permitted to speak more than once on the same subject unless the Board grants specific permission based upon unusual circumstances.
- The Board reserves the right to limit the amount of time allotted speakers on any one agenda item.
- A full set of policy and procedures related to public comment (P6Hx23-1.04) and Board meetings are found on our website at <http://www.spcollege.edu/bot/>

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